

SECRET

78-11-10
COMM
78-2082

18 MAY 1978

MEMORANDUM FOR: Director of Central Intelligence

VIA : Deputy Director for Administration

FROM : F. W. M. Janney
Director of Personnel

SUBJECT : Mr. Joseph Burkholder Smith

1. (U) Action Requested: None; this memorandum is in response to your request of 15 May 1978 to provide you with a very brief rundown on Mr. Joseph Burkholder Smith.

2. (C) Mr. Smith was born in 1921, holds B.A. and M.A. degrees in History and has studied at the Ph.D. level in this field. He served as a Corporal in the U.S. Army (1943-46) and from 1946-51 he was an Assistant Professor of History at Dickinson College. He entered on duty with the Agency in September 1951 as a GS-09 and reached the GS-14 level before his retirement in June 1973. At the time of his retirement, he was assigned to the DIXO/Western Hemisphere Division. He received the Career Intelligence Medal. Overseas assignments included Singapore 1954-56; Manila 1958-60; Buenos Aires 1962-66; and his last assignment, Mexico City 1969-73.

3. (S) Apparently after retirement, he wrote a book, Portrait of a Cold Warrior, which he did not submit for security review or for DCI approval. This book was already printed in advance uncorrected proofs when the Agency first learned of its publication. It contained classified information; however, the Office of General Counsel advised us that it was the final decision of this Agency and the Department of Justice that we would not pursue civil action against Mr. Smith. In this sort of action you must prove damages. The Operations Directorate was reluctant for security and sensitivity reasons to point up those areas wherein we had been damaged.

4. (U) In the event you wish to read further on this subject, we have attached papers furnished us by Mr. John Greaney of the Office of General Counsel.

F. W. M. Janney

Attachment

SECRET

78-1610

78-1468

15 MAY 1978

MEMORANDUM FOR: Director of Personnel
FROM: Director of Central Intelligence
SUBJECT: Joseph Burkholder Smith

Could you give me a very brief rundown on who Joseph Burkholder Smith is, the one who just had an article in The Washington Post on Sunday. He apparently retired in 1973.

Stansfield Turner
STANSFIELD TURNER

ARTICLE APPEARED
ON PAGE D-4

THE WASHINGTON POST
14 May 1978

How CIA Agents Suffer From Secrecy



CONTINUED

By Joseph Burkholder Smith

TWENTY-FIFTH college reunions are great occasions for letting the world know how well you've done, and mine was no exception. All my old classmates, it seemed, had become assistant secretaries of state or vice presidents of General Motors or had acquired some equally impressive title. So it was a little embarrassing when they'd ask me what I was up to.

Not that I hadn't done well myself — I was at the time fairly high up in the Central Intelligence Agency. But I wasn't allowed to say that, so when they asked, I had to mumble something vague about being a civilian employee at Patrick Air Force base, an excuse that I could tell, conjured up images of genteel failure (too much drinking, perhaps) in the people who heard it.

Not being able to impress my old classmates was a small wound, but it symbolizes an important problem for CIA agents. We live in a society where lots of people plan their lives so as to accumulate the greatest possible number of credentials of the sort that will wow their peers at reunions and similar moments. These credentials give many Americans a sense of identity and of security. CIA people are by no means immune to the desire to impress people with credentials, but their jobs are directly at odds with that urge. In that way and several others, we in the CIA have been deprived of the normal ego supports of the American life of our time, and how we dealt with that didn't deal with their absence from our lives has had something to do with how our agency has (and hasn't) done its job.

It wasn't just our status among our peers that suffered as a result of our work. Normal family life was a victim too. The CIA's Clandestine Services division has for years had the highest divorce rate of any organization in the government. Part of the reason is that recruits of my generation of clandestine operators were instructed never to tell their wives what they were really doing. "Just say it's a question of national security," they told us when we had to take one of our frequent absences from home.

Of course, many men also discovered quickly what an improvement that line was over the old "working late at the office" routine and took advantage of it. Still, most of the marital problems came not from philandering but from the unspectacular, bitter toll that living under cover takes on people. Officers with good marriages might tell their wives in general terms what kind of work keeps them out at night, but they have to insist that the wives give no hint. The first thing a CIA wife learns is never to ask another woman what her husband does, for fear she will be asked the same question.

CIA wives also have to join their husbands in keeping their children in the dark. When schools have programs in which the kids' fathers tell their classes about their fascinating work, she has to help invent reasons why her child can't volunteer his father's participation. When the son wants to visit his father's office, the way his friends do, she must try to ease his terrible feeling of rejection when his father tells

him no. This kind of travail makes many women wonder if it's worth the effort.

Talking to Yourself

IF A CIA AGENT is stationed in Washington, he has to get used to being asked at every party, by every stranger he meets, "What do you do?" Personal qualities like kindness, good temper, or intelligence — even good looks and money — mean nothing in the nation's capital compared with where one stands in the pecking order. A CIA couple who maintain their cover are quickly "selected out" of any party they go to and end up in a corner talking to themselves.

CIA wives, particularly, feel this instant social failure deeply and resent it. Until the women's movement, most women were raised to channel their ambitions toward the areas of party-giving and cooking. When married to a CIA agent, they felt they were denied these things because of their husbands' work, and their marriages got into trouble.

When CIA families go abroad they find their lives even more disrupted by status anxieties. The American official community, centered at the embassy, spends more time and effort than the Soviet KGB trying to discover who are the CIA families. If a CIA officer is assigned to the embassy under the guise of being in the Foreign Service, the U.S. Information Service, or the Agency for International Development, the real employees of those organizations ferret the CIA agents out and then take pains to treat them as second-class citizens. The government employees who are "legitimate" embassy personnel don't speak to them at all. If they arrive at the embassy under deep cover, with no false identity, then not even the other CIA personnel speak to them.

The game of uncovering the CIA people is made simple for the "legitimate" embassy personnel by a number of means. The State Department won't let CIA agents call themselves, as a cover, Foreign Service Officers; they have to say they're "Foreign Service Reserve" or "Foreign Service Staff" officers. Real FSSs, as they're called, are fairly low-level and real FSRs are never in political jobs, so the CIA's people — listed as FSS or FSR "political officers" — are obvious to one and all.

In the same status-preserving spirit, the State Department used to publish an annual Biographic Register, a who's who of the Foreign Service that included information on degrees, jobs, and murky pasts. It wasn't until 1973 and the murders of several CIA agents that State made the Biographic Register a classified document.

Envy, Jealousy, and Distrust

THERE ARE several ways to deal with the problem of credentials. One is to rise above the woes of status anxiety. Another is to learn to laugh them off, even if they are painful. Unfortunately, however, a more common way of handling the trade-off between your cover and your status is to give up some of the first to get more of the second. In foreign capitals CIA agents often have been so anxious for the natives and the diplomatic community to consider them

CONTINUED

important that they've made their secret jobs obvious — which has not only brought them envy, jealousy, and distrust, but has made it very hard for them to do their job of intelligence-gathering properly.

"Do you know that CIA people are paid double salaries to serve abroad?" the new political officer in Singapore said to me when I showed him and his family around the Singapore Swimming Club on the Sunday after he arrived. "They get paid twice as much as you or I do. They get paid for their cover jobs and then paid again for their hanky-panky work. That's why they live better than we do."

I felt flattered that I was holding my cover well enough to be told his secret, and I only wished what he was saying were true.

But it was an impression that was understandable, if erroneous. CIA officers did serve in covers that were lower in rank than their real jobs, and both on the job and off, they didn't live lives consistent with the rank they were pretending to have. For reasons of their jobs, agents cultivate contacts in the local government and other diplomatic missions in circles far higher than people of their cover rank ever have a chance to meet. And they insist on renting the kind of houses to which their CIA rank entitles them, as well as demanding and receiving a lot of special perquisites.

My new friend was wrong about the double salaries, but all the CIA officers he had seen abroad would certainly have given him the impression that he had about that rate of compensation.

In particular, most CIA station chiefs are not content to live in quarters much less grand than the ambassador's official residence. In many countries, this makes sense — the CIA has liaison responsibilities that are officially recognized by the ambassador and the State Department. But this is not appreciated by the lower-level employees of the embassy, if it's told to them at all. Resentment of the chief of station's lifestyle bubbles up.

In the past, many chiefs of state made no attempt to hide their preference for dealing with the CIA station chief rather than the ambassador — sometimes because they owed a great debt to the CIA, which may have stolen the election for them or financed the coup that put them in power. In any case, CIA station chiefs have always felt they could not entertain these men in hotels. It would be detrimental to the prestige and interests of the United States, they argue, if they did not have the rank and accommodations of the foreigners with whom they deal. One station chief I knew in the 1960s got two grade promotions by this gambit. It has served many a CIA official well in regard to his housing.

Frank Saxon, in his book "Secret Interval," gives a vivid account of the perquisites agency personnel enjoyed in Vietnam. They had their own hotel, club, swimming pool, and cars. In the 1960s in Asia it was customary for CIA officers to have chauffeurs, too, as the rationale that you needed somebody around to guard CIA cars against looting. Since the cars were government property, the gas and oil

and maintenance costs, as well as the chauffeur, were paid for out of the station's housekeeping funds. People who were listed as lowly attaches were often seen driving around in big, unmarked, chauffeured cars, which drove the Foreign Service Officers into frenzies of envy.

"We'll Entertain Ourselves"

EVEN WORSE, perhaps, than using perquisites to fend off the pangs of status anxiety is CIA people's tendency to huddle together. If the rest of the world thought we were nondescript Army officers and the like, well, we knew who we was and wasn't who and could play the game with each other. The other embassy personnel won't invite us to their parties? We're too low on the diplomatic list to get invited to the important functions given by other embassies and by officials of the local government? We'll entertain ourselves. Conscientious CIA officers try hard to curb this practice, which after all is a breach of nearly every tenet of good security, but they fail more often than they succeed.

In the days when our national purpose was more clearly defined, when we would, in the words of John F. Kennedy, pay any price and bear any burden in defense of the free world, it didn't matter so much if the cover of CIA personnel was a little thin. In some countries, the prestige of the agency was even higher than it was at home, enormously higher than it has been at home for the last three years. In the Philippines in the late 1960s, the CIA was so well regarded that members of the Army Counter Intelligence Corps used to try to recruit Filipinos by passing themselves off as CIA agents. Today, the open life style of a station chief can lead to his death, as it did for Richard Welch in Athens.

Welch was killed by the gun of an anti-American assassin, but the gun was put into the assassin's hand by all the defenses against the dilemma of covert life that I've described. Welch lived in a house inherited from past station chiefs, everyone in the embassy knew his true position, and his biography appeared in the *Biographic Register*, which could be found in any library.

After Welch died the register was mercifully classified, but that doesn't mean an end to the problem. CIA personnel will always feel a strain from having to pretend to be much less successful than they really are — even if they love their work and believe in it deeply, they'll still feel pangs. That's human nature, and while we ought to curb the obviousness of CIA agents' identities, to some extent we've just got to deal with it.

One way to do that is to treat CIA agents sympathetically. These are obviously people who have sacrificed something to work for the agency, and who depend to an inordinate extent on having stable relationships with their co-workers, since they can't have stable relationships with anyone else. The main thing in an agent's life — practically the only thing, for many — is how he's treated at Langley, where he stands there.

CONTINUED



CIA Director Adm. Stansfield Turner.

So when Adm. Stansfield Turner quickly fired 820 Clandestine Services officers last year, my initial approval (some of those fired, I thought, must have been the people who made me decide to leave the CIA in 1973) gave way to misgivings. It's true that the greatest physical hazard many spooks have ever faced is the danger of choking on the pit of the olive in their martini. But the greatest hazard we all face in life is not physical danger, it's having something eat away at our soul. No one has to be a clandestine operator, of course, but once he is, he is deprived of the normal means of sustaining his self-image that prevails in our society.

I don't mean Turner should have kept on incompetents. But I'm sure that after those 820 firings everybody else at Langley felt bitter and frightened. These are not, after all, people who have anything else to fall back on, and they need a lot of support from their organization. Turner has to use these people, and if he wants to use them effectively he ought to find a way of letting some go while making the rest feel secure.

The author, whose article is reprinted from The Washington Monthly, is a former high CIA official.

SECRET
(When Filled In)

REQUEST FOR PERSONNEL ACTION				DATE PREPARED	
1. SERIAL NUMBER 007894				2. NAME (Last-First-Middle) SMITH, JOSEPH BURKHOLDER	
3. NATURE OF PERSONNEL ACTION CONVERSION FROM FSP, RETIREMENT (VOLUNTARY) UNDER CIARDS AND CANCELLATION OF N.S.C.A.				4. EFFECTIVE DATE REQUESTED MONTH 06 DAY 30 YEAR 73	
5. CATEGORY OF EMPLOYMENT REGULAR				6. LEGAL AUTHORITY (Completed by Office of Personnel) Public Law 88-643 Section 233	
7. FAN AND NSCA 3135 0990 0000		8. ORGANIZATIONAL DESIGNATIONS DDO/WH DIVISION FOREIGN FIELD BRANCH 1 MEXICO CITY, MEXICO STATION			
9. LOCATION OF OFFICIAL STATION MEXICO CITY, MEXICO		10. POSITION TITLE OPS OFFICER			
11. POSITION NUMBER 0340		12. CARRIER SERVICE DESIGNATION D			
13. CLASSIFICATION SCHEDULE (G.S., I.N., etc.) GS		14. OCCUPATIONAL SERIES 0136.01		15. GRADE AND STEP 14 8	
16. SALARY OR RATE \$28478		17. REMARKS LAST WORKING DAY 29 JUNE 1973.			
18. SIGNATURE OF REQUESTING OFFICIAL H.L. BERTHOLD, C/WH/PERS.		DATE SIGNED 8 JUN 73		19. SIGNATURE OF CARRIER SERVICE APPROVING OFFICER George M. ...	
DATE SIGNED 6/13/73		20. SPACE BELOW FOR EXCLUSIVE USE OF THE OFFICE OF PERSONNEL			
21. ACTION CODE 15		22. EMPLOY CODE 10		23. OFFICE CODING NUMERIC ALPHABETIC	
24. STATION CODE		25. INTEGRAL CODE		26. MODIFY CODE 3	
27. DATE OF GRADE MO DA YR 06 30 73		28. DATE OF LIT MO DA YR		29. DATE OF RETIREMENT MO DA YR 06 30 73	
30. SPECIAL REFERENCE		31. RETIREMENT DATA CODE 1-115		32. SEPARATION DATA CODE TYPE 1-115	
33. SECURITY REQ. NO.		34. SEC		35. SOCIAL SECURITY NO.	
36. SERV. COMP. DATE MO DA YR 06 30 73		37. LONG COMP. DATE MO DA YR 06 30 73		38. CARRIER CATEGORY CODE 1-115	
39. PREVIOUS CIVILIAN GOVERNMENT SERVICE CODE 1-115		40. LEAVE CAT. CODE 1-115		41. FEDERAL TAX DATA CODE 1-115	
42. STATE TAX DATA CODE 1-115		43. FORM EXECUTED CODE 1-115		44. STATE TAX DATA CODE 1-115	
45. POLITICAL CONTROL CERTIFICATION 08 JUL 1973		46. O.P. APPROVAL Thomas B. ...		47. DATE APPROVED 6/13/73	

FORM 1152-1 PREVIOUS EDITION

SECRET

CLASSIFIED BY 01-6377

14-7
APR 68

141

Ex. Active Registry
73-5753

4 September 1973

Mr. Joseph B. Smith
1213 North 2nd Street
Harrisburg, Pennsylvania 17105

Dear Mr. Smith:

As you bring to a close your active career of service to your country, I want to join your friends and co-workers in wishing you well and hoping that you find your retirement filled with enjoyment and satisfaction.

It takes the conscientious efforts of many people to do the important work of this Agency. You leave with the knowledge that you have personally contributed to our success in carrying out our mission. Your faithful and loyal support has measured up to the high ideals and traditions of the Federal service.

May I express to you my appreciation and extend my best wishes for the years ahead.

Sincerely,

/s/ W. E. Colby

W. E. Colby
Director

Distribution:

- 0 - Addressee
- 1 - D/Pers
- 1 - OFF
- 1 - ROB
- 1 - ROB Reader

OP/RAD/ROB/WFW/lks

Originator: 
Director of Personnel

SECRET

COVER CONTROL OF RETIREMENT PROCESSING										FILE
TO: Retirement Operations Branch Office of Personnel										DATE May 1971
RETIREE Joseph R. Smith					CATEGORY OF EMPLOYMENT					
On the basis of a review of the records of the Central Cover Staff, the following action is to be taken on processing retirement documentation for the person named above.										
TYPE RETIREMENT		CIVIL SERVICE		CIARDS		DATE June 1970				
COVER	OVERT ROUTINE	COVERT (OFFICIAL COVER) LOCK-UP	COVERT (NOC) SPECIAL		RETENTION OF AWARDS		YES		NO	
CORRESPONDENCE		OVERT		COVERT		THRU CCS				
FINANCES										
ANNUITY PAYMENTS SHOULD BE				U.S. GOV'T. CHECK		OTHER (Payment instructions follow)				
TAX DOCUMENTATION SHOULD BE				CIA	CSC	OTHER (MEMO FOLLOWS)				
REQUEST TRANSFER OF FUNDS FROM CIVIL SERVICE COMMISSION				YES	NO	INTERNAL TRANSFER				
INSURANCE										
FGLI		OVERT	COVERT	MAINTAIN RECORDS INTERNALLY ONLY						
TYPE OF HOSPITALIZATION CARD: MED - LAY UP COMPENSATION										
AUTHORIZATION TO CONVERT INSURANCE				YES	CONVERSION MUST BE APPROVED BY CCS					
RESERVE										
MEMBER OF CIVILIAN RESERVE				YES	NO	OVERT	COVERT			
REMARKS										
<p>CHIEF, COVER SUPPORT BRANCH, CENTRAL COVER STAFF</p> <p>THIS SECTION TO BE COMPLETED BY OFFICE OF SECURITY</p> <p>OTHER INSTRUCTIONS AS FOLLOWS: NO SECURITY OBJECTIONS TO ABOVE.</p>										
<p>CHIEF, EMPLOYEE ACTIVITY BRANCH, OFFICE OF SECURITY</p>										

FORM 3429

SECRET

E-2. IMPDET CL. BY: 007527

7 - OFF. PERS. FILE ROOM

00000

SECRET

SUMMARY OF AGENCY EMPLOYMENT

JOSEPH B. SMITH

September 1951 to January 1954 - Began employment with the Department of the Army as a Civil Service employee in grade GS-11, assigned to the Pentagon in Washington, D.C. as a research analyst of economics and political affairs concerning Korea. Because of my wartime experience and some post war graduate work on Korea, I was contacted by the Army for this position during the Korean War.

January 1954 to August 1956 - In 1954 I applied for employment with the United States Information Service as an Information Officer with the Grade of Foreign Service Staff 5. I served on the U.S.I.S. Mission in the Far East area. My duties included design execution and supervision of the U.S.I.S. media operations in the Far East. Also I was special liaison representative with the British Information Officer for the British High Commissioner for that area.

SUMMARY OF AGENCY EMPLOYMENT, JOSEPH B. SMITH (Cont'd)

August 1956 to May 1969 - In 1956 I applied for employment with the Department of the Air Force. Assigned with the U.S.A.F. Services and Support Group, Provisional at Bolling Air Force Base in Washington, D.C. as a Foreign Affairs Officer as a GS-14. I served two overseas tours with the Air Force in the Far East and the Western Hemisphere. My duties included liaison with personnel of the services of the respective areas in pursuit of U.S.A.F. objectives.

May 1969 to August 1973 - In May 1969 I made application to the Department of State as a Political Officer/Foreign Service Reserve Officer 4 and consequently was assigned to the Western Hemisphere for two tours. My duties included liaison in political affairs with several Latin American Countries and Political studies of South American affairs.

SUMMARY OF AGENCY EMPLOYMENT, JOSEPH B. SMITH (Cont'd)

CONCUR:

CCS

DATE

David E. Hubbard
CI StaffApril 25, 1973
DATE

APPROVED:

J. A. Binn
Office of Security4/47/73
DATE

OFF

16 April 1973

MEMORANDUM FOR: Chief, WII Division
THROUGH : Deputy Director for Operations
SUBJECT : Career Intelligence Medal for
Mr. Joseph B. Smith

1. The Honor and Merit Awards Board is pleased to notify you that the Career Intelligence Medal has been approved in recognition of Mr. Smith's contributions to this Agency. You are requested to inform him of the award and of the security provisions governing it as set forth in the attached memorandum from the Office of Security.

2. When Mr. Smith returns to Washington, please notify the Executive Secretary, Honor and Merit Awards Board, extension 3645, room 412, Magazine Building, so that presentation arrangements may be made.

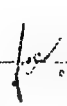
/s/ R. L. Austin, Jr.

R. L. Austin, Jr.
Recorder
Honor and Merit Awards Board

Att

Distribution:

- 0 & 1 0 Addressee
1 - D/Pers -- OFF W/Forms 382 & 600
1 - Exec Sec/HMAB
1 - Recorder/HMAB

REPORT OF HONOR AND MERIT AWARDS BOARD				DATE	
The Honor and Merit Awards Board having considered a recommendation that:				27 March 1973	
AL OR ID NO.	NAME (Last-First-Middle)	BIRTHYEAR	SEA	TYPE EMPLOYEE	
007894	SMITH, Joseph B.	1921	4	Staff	
OFFICE OF ASSIGNMENT	SD	SCHEME	GRADE	STATION	
DDO/WII	D	GS	14		
RE AWARDED					
Career Intelligence Medal					
<input type="checkbox"/> FOR HEROIC ACTION ON					
<input checked="" type="checkbox"/> FOR MERITORIOUS SERVICE OR ACHIEVEMENT DURING THE PERIOD September 1951 - Present					
<input checked="" type="checkbox"/> RECOMMENDS APPROVAL					
<input type="checkbox"/> DOES NOT RECOMMEND APPROVAL					
<input type="checkbox"/> RECOMMENDS AWARD OF					
UNCLASSIFIED CITATION					
<p>Mr. Joseph B. Smith is hereby awarded the Career Intelligence Medal in recognition of exceptional achievement throughout his Agency career. During more than 21 years of service, Mr. Smith, a dedicated intelligence officer, served in a variety of important positions at Headquarters and abroad--consistently demonstrating skill, imagination and enthusiasm. Mr. Smith is a recognized authority in his field. His overall performance and the high quality of his work have contributed significantly to the mission of the Central Intelligence Agency, reflecting credit on him and the Federal service.</p>					
REMARKS					
(Recommendation approved by ADB/O on 3 March 1973)					
APPROVED			SIGNATURE		
 1st Vernon A. Walters DIRECTOR OF CENTRAL INTELLIGENCE 13 APR 1973			/s/Harry B. Fisher TYPED NAME OF CHAIRMAN, HONOR AND MERIT AWARDS BOARD Harry B. Fisher SIGNATURE Signed Original TYPED NAME OF RECORDER R. L. Austin, Jr.		

SECRET
(When Filled In)

OPF

RECOMMENDATION FOR HONOR OR MERIT AWARD (Submit in triplicate - see HR 20-37)									
SECTION A PERSONAL DATA									
1. EMP. SER. NO.	2. NAME OF PERSON RECOMMENDED (Last, First, Middle)				3. POSITION TITLE	4. GRADE	5. SSN		
007894	Smith, Joseph B.				Ops Officer	GS-14	D		
6. OFFICE OF ASSIGNMENT		7. OFFICE EXT. (If any)		8. STATION					
DDP/WH				FIELD (Specify location) Mexico City					
9. HOME ADDRESS (No., St., City, State, ZIP Code)					10. HOME PHONE		11. CITIZENSHIP AND HOW ACQUIRED		
							U.S. Birth		
12. RECOMMENDED AWARD					13. RETIRING DATE OF RETIREMENT		14. POSTHUMOUS		
Career Intelligence Medal					15 August 1973		YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>		
15. NAME OF NEXT OF KIN			16. RELATIONSHIP		17. HOME ADDRESS (No., St., City, State, ZIP Code)			18. HOME PHONE	
Jeanne H. Smith			Wife						
SECTION B RECOMMENDATION FOR AWARD FOR HEROIC ACTION OR ACCEPTANCE OF HAZARD									
19. WERE YOU AN EYEWITNESS TO THE ACT? YES <input type="checkbox"/> NO <input checked="" type="checkbox"/>									
PERSONNEL IN IMMEDIATE VICINITY OR WHO ASSISTED IN ACT OR SHARED IN SAME HAZARD:									
20. FULL NAME			21. ORGN. TITLE		22. GRADE		23. OFFICE OF ASSIGNMENT		
LIST ANY OF THE ABOVE PERSONS GIVEN AN AWARD OR RECOMMENDED FOR AWARD FOR PARTICIPATING IN ACT:									
24. FULL NAME			25. AWARD RECOMMENDED						
CONDITIONS UNDER WHICH ACT WAS PERFORMED:									
26. LOCATION			27. INCLUSIVE DATES			28. TIME OF DAY			
29. PREVAILING GEOGRAPHIC CONDITIONS AND OBSTACLES ENCOUNTERED									
30. DATES FOR WHICH AWARD RECOMMENDED			31. ASSIGNMENT COMPLETED			32. NOW IN SAME OR RELATED ASSIGNMENT			
			YES <input type="checkbox"/> NO <input checked="" type="checkbox"/>			YES <input type="checkbox"/> NO <input checked="" type="checkbox"/>			
SECTION C RECOMMENDATION FOR AWARD FOR ACHIEVEMENT, SERVICE, OR PERFORMANCE									
33. DO YOU HAVE PERSONAL KNOWLEDGE OF THE SERVICE OR PERFORMANCE? YES <input type="checkbox"/> NO <input checked="" type="checkbox"/>									
34. OFFICIAL ASSIGNMENT OF PERSON RECOMMENDED AT TIME OF SERVICE OR PERFORMANCE									
Recommendation covers entire career.									
35. COMPONENT OR STATION (Designation and location)									
Various.									
36. DUTIES AND RESPONSIBILITIES OF ASSIGNED POSITION									
Chief CA, Mexico City Station.									
37. INCLUSIVE DATES FOR WHICH RECOMMENDED			38. ASSIGNMENT COMPLETED			39. NOW IN SAME OR RELATED ASSIGNMENT			
			YES <input type="checkbox"/> NO <input checked="" type="checkbox"/>			YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>			
PERSONNEL WHO ASSISTED OR CONTRIBUTED SUBSTANTIALLY TO THE SERVICE OR PERFORMANCE									
40. FULL NAME			41. ORGN. TITLE		42. GRADE		43. OFFICE OF ASSIGNMENT		
LIST ANY OF THE ABOVE PERSONS GIVEN AN AWARD OR RECOMMENDED FOR AWARD FOR PARTICIPATING IN THE PERFORMANCE									
44. FULL NAME			45. TYPE OF AWARD						

SECRET
(When Filled In)

EPF

SECTION D		NARRATIVE DESCRIPTION	
<p>Award for Heroic Action or Acceptance of Hazard: Was act voluntary? Describe why act was outstanding, and if it was more than normally expected. Explain why, and how. If an aerial or marine operation, describe type and position of craft, crew position of individual, and all unusual circumstances. State results of the act. Enclose unclassified citation.</p> <p>Award for Achievement, Service, or Performance: State character of service during period for which recommended. (Give complete description of administrative, technical, or professional duties and responsibilities if not covered in Section C; include dates of assignment and relief.) What did the individual do that merits the award? Why was this outstanding when compared to others of like grade and experience in similar positions or circumstances? If appropriate, include production records and assistance rendered by other persons or units. What obstacles were encountered or overcome? Indicate results of achievement, service, or performance. Include reference to Fitness Reports, Letters of Commendation, or other documentation already on file which supports this recommendation. Enclose unclassified citation.</p>			
<p>Mr. Joseph B. Smith has made an outstanding contribution to CIA operations for the past 21 years. He has consistently received strong/outstanding efficiency reports in a wide variety of assignments, including two in the Far East (Singapore/Malaya and Manila) and two in Latin America (Buenos Aires and Mexico City). At Headquarters he served as Chief of the Malaya/Australia Branch in FE Division, on the CA Staff, in WH Division on the Venezuelan Desk and the Division CA Staff, and in OTR on a rotational tour.</p> <p>Mr. Smith is a recognized authority on Covert Action. While with OTR he was commended for his efforts in completely revamping the CA curriculum. In close coordination with the CA Staff he organized two totally new CA seminars, both of which evoked a very positive response. He also received praise for organizing and conducting a training course for military officers destined for Saigon where they were to conduct psychological warfare operations. In Argentina he worked in liaison with local services on Covert Action operations. This work with liaison was rated as outstanding. He developed a long-time agent in one of the services to a point where the product was considerably improved. Political contacts at all levels developed by Mr. Smith in Mexico City have been instrumental in developing disseminable intelligence. In all his assignments his rating officers have consistently praised his imagination, flexibility, enthusiasm, perception and professionalism.</p> <p>Mr. Smith's career has been one of exceptional achievement and he has made an outstanding contribution to the Agency's Covert Action program and to Agency training. His record of commendations and sustained superior performance of duty of value to the Agency throughout his career make it fitting that he be awarded the Career Intelligence Medal upon termination.</p>			
<p>40. ENCLOSURES (List individually) IF ORIGINATOR IS NOT AN EYEWITNESS OR DOES NOT HAVE PERSONAL KNOWLEDGE OF THE ACT OR PERFORMANCE, ATTACH AFFIDAVITS OF EYEWITNESSES OR INDIVIDUALS HAVING PERSONAL KNOWLEDGE OF THE FACTS.</p> <p>1. PROPOSED CITATION</p> <p>2.</p> <p>3.</p>			
<p>47. RECOMMENDATION INITIATED BY</p> <p>Theodore G. Shackley</p>		<p>48. TITLE AND SIGNATURE OF EMPLOYEE MAKING RECOMMENDATION</p> <p><i>Theodore G. Shackley</i> Chief, WH Division</p>	
<p>49. DATE</p> <p>17/4/73</p>			
SECTION E			
RECOMMENDATION FORWARDED THROUGH OFFICIALS CONCERNED FOR THEIR INFORMATION			
<p>50. HEAD OF <u>D</u> CAREER SERVICE (Career service of number)</p>		<p>TITLE AND SIGNATURE</p> <p>See Item 52</p>	
<p>51. DEPUTY DIRECTOR OF CAREER SERVICE</p>		<p>TITLE AND SIGNATURE</p> <p>See Item 52</p>	
<p>52. DEPUTY DIRECTOR OF OPERATING COMPONENT</p>		<p>TITLE AND SIGNATURE</p> <p><i>W. J. ...</i> Deputy Director for Plans</p>	
		<p>DATE</p> <p>3.11.73</p>	

SECRET

SECRET

(When Filled In)

REQUEST FOR PERSONNEL ACTION						DATE PREPARED	
1. SERIAL NUMBER		2. NAME (Last-First-Middle)				21 MAY 1969	
007894		SMITH, JOSEPH B.					
3. NATURE OF PERSONNEL ACTION				4. EFFECTIVE DATE REQUESTED		5. CATEGORY OF EMPLOYMENT	
INTEGRATION - DEPARTMENT OF STATE				MONTH DAY YEAR 05 21 69		REGULAR	
6. FUNDS		7. FINANCIAL ANALYSIS NO. CHARGEABLE		8. LEGAL AUTHORITY (Completed by Office of Personnel)			
V TO V C TO V		V TO C X C TO C		9135 0990			
9. ORGANIZATIONAL DEMONSTRATIONS				10. LOCATION OF OFFICIAL STATION			
DDP/WH FOREIGN FIELD BRANCH 1 MEXICO CITY, MEXICO STATION				MEXICO CITY, MEXICO			
11. POSITION TITLE				12. POSITION NUMBER		13. CAREER SERVICE DESIGNATION	
POL. OFF. ATTACHE OPS. OFF. C-61				(14) 0340		D	
14. CLASSIFICATION SCHEDULE (GS, I.R., etc.)		15. OCCUPATIONAL SERIES		16. GRADE AND STEP		17. SALARY OR RATE	
FSR GS		0136.01		04 7 14 6		17,289 \$ 19,771	
18. REMARKS							
ALL SICK AND <u>100</u> HOURS ANNUAL LEAVE TO BE TRANSFERRED TO THE DEPARTMENT OF STATE MARITAL STATUS: MARRIED DAU DOB: 19/12/52 SON DOB: 20/09/60							
19A. SIGNATURE OF REQUESTING OFFICIAL				DATE SIGNED		19B. SIGNATURE OF CAREER SERVICE APPROVING OFFICER	
X-5013 J. CARSON, COVER OFFICER							
SPACE BELOW FOR EXCLUSIVE USE OF THE OFFICE OF PERSONNEL							
19. ACTION CODE	20. EMPLOY CODE	21. OFFICE CODING	22. STATION CODE	23. INTEGRITY CODE	24. MARITAL CODE	25. DATE OF BIRTH	26. DATE OF GRADE
55	10	51630 LWH	45075	5	3	06/16/61	
27. RET. DATA	28. SPECIAL REFERENCE	29. RETIREMENT DATA	30. SEPARATION DATA CODE	31. EMPLOYMENT CANCELLATION DATA	32. SOCIAL SECURITY NO.		
					EOD DATA		
33. VET. PREFERENCE	34. SERV. COMP. DATE	35. LEAVE COMP. DATE	36. CAREER CATEGORY	37. HEALTH INSURANCE	38. SOCIAL SECURITY NO.		
39. PREVIOUS CIVILIAN GOVERNMENT SERVICE	40. LEAVE CAT. CODE	41. FEDERAL TAX DATA	42. STATE TAX DATA				
43. POSITION CONTROL CERTIFICATION				44. OFF. APPROVAL		DATE APPROVED	
				69 JMR J. CARSON		05-22-69	

FORM 1152 USE PREVIOUS EDITION

SECRET

GROUP 1
EXCLUDED FROM AUTOMATIC DOWNGRADING AND DECLASSIFICATION

SECRET

(If Not Filled In)

REQUEST FOR PERSONNEL ACTION						DATE PREPARED	
1. SERIAL NUMBER						24 APRIL 69	
2. NAME (Last-First-Middle)							
007894 SMITH, JOSEPH B. —							
3. NATURE OF PERSONNEL ACTION						4. EFFECTIVE DATE REQUESTED	
REASSIGNMENT AND TRANSFER TO CONFIDENTIAL FUNDS						MONTH DAY YEAR 20 18 69	
5. CATEGORY OF EMPLOYMENT						REGULAR	
6. FUNDS						7. FINANCIAL ANALYSIS NO. CHARGEABLE	
V TO V X V TO C C TO V C TO C						9135 0990	
8. LEGAL AUTHORITY (Completed by Office of Personnel)							
9. ORGANIZATIONAL DESIGNATIONS						10. LOCATION OF OFFICIAL STATION	
DDP/WH Foreign Field Branch 1 MEXICO CITY, MEXICO Station						MEXICO CITY, MEXICO	
11. POSITION TITLE						12. POSITION NUMBER	
OPS OFFICER (141)						0340	
13. CAREER SERVICE DESIGNATION						D	
14. CLASSIFICATION SCHEDULE (GS, I.B., etc.)						15. OCCUPATIONAL SERIES	
GS						0136.01	
16. GRADE AND STEP						17. SALARY OR RATE	
14 6						5 19771	
18. REMARKS							
FROM: DDP/WH/CA STAFF/POS. #0645 VICE ALBERT F. REYNOLDS 1 - Finance 1 - Security Henry L. Berthold C/WH/Personnel DATE SIGNED 4-24-69 SIGNATURE OF CAREER SERVICE APPROVING OFFICER A. B. Russell DATE SIGNED 4-24-69							
SPACE BELOW FOR EXCLUSIVE USE OF THE OFFICE OF PERSONNEL							
19. ACTION CODE	20. EMPLOY CODE	21. OFFICE CODING NUMERIC ALPHABETIC	22. STATION CODE	23. INTEREST CODE	24. MODIFY CODE	25. DATE OF BIRTH	26. DATE OF GRADE
20	10	51620 WH	45025		3	06/16/21	
27. NTE EXPIRES	28. SPECIAL REFERENCE	29. RETIREMENT DATA	30. SEPARATION DATA CODE	31. CORRELATION/CANCELLATION DATA	32. SECURITY REG. CO.		
					EOD DATA		
33. NET PREFERENCE	34. SERV COMP DATE	35. LONG. COMP DATE	36. CAREER CATEGORY	37. FLCA/HEALTH INSURANCE	38. SOCIAL SECURITY NO.		
39. PREVIOUS CIVILIAN GOVERNMENT SERVICE	40. (EAT) CODE	41. FEDERAL TAX DATA	42. STATE TAX DATA	43. POSTION CONTROL			
				44. CP APPROVAL			
45. POSITION CONTROL				46. DATE APPROVED			
44-78-69002				44-78-69002			

FORM 1152 USE PREVIOUS EDITION

SECRET

GROUP 1
EXCLUDED FROM AUTOMATIC DOWNGRADING
AND DECLASSIFICATION

SECRET

NR-1188

17 June 1968

MEMORANDUM FOR: Chairman, Clandestine Services Career Service Board (Panel A)

SUBJECT: Joseph B. Smith - Recommendation for Promotion from GS-14 to GS-15

1. Mr. Smith joined the Headquarters Training Branch of the OTR Operations School in October 1966 specifically to assume responsibility for Covert Action training. He spent the first few months in a thorough study and review of all CA courses previously given in OTR. This was a long and complicated job, compounded in part by the public compromise of a wide range of Agency CA activities. In closest coordination with the CA Staff, Mr. Smith devised a totally new and different CA curriculum, consisting of two short seminars for middle and senior grade officers -- one called a Covert Action Operations Seminar and one a Politics Workshop. These seminars, emphasizing the integrated nature of CS operations, have evoked a very positive response, confirming the soundness of Mr. Smith's creative efforts in revamping CA training in this fashion.

2. As a corollary to the main duties cited above, Mr. Smith has also successfully run, in conjunction with FE Division, a Psychological Warfare Operations Course for military officers being assigned to MACV/SOG in Saigon. Finally, in the CA field, Mr. Smith has provided tutorials, as requested by various area Divisions, to a number of Staff and Contract Agents and to foreign liaison representatives in such fields as black radio, youth and student operations, veterans organizations, and methods of countering Communist propaganda.

3. In February 1968 Mr. Smith was asked to assume responsibility as Tradecraft Advisor and Coordinator for the Operations Support Course, a critical block of instruction for (primarily young

SECRET

SECRET

and inexperienced) CS clericals headed for overseas assignments where they may be called upon to assist case officers in operational support tasks. Although, strictly speaking, this teaching and coordination task was outside Mr. Smith's normal purview and main area of expertise, he accepted this additional responsibility with exemplary willingness, and then proceeded to discharge it smoothly, energetically, and effectively. In addition to managing an extensive live problem, the Tradecraft Advisor must ensure that presentations by a number of instructors result in a balanced and coherent coverage of all operational subjects in the course. This entails the coordination of efforts of several senior and experienced instructors, all under the nominal aegis of the course's Chief Instructor, and, thus, demands a great deal of finesse and tact. Mr. Smith has not only fulfilled this difficult role in a highly efficient manner but has also drawn on his own long field experience for pertinent and meaningful contributions to the course.

4. During Mr. Smith's tour with OTR, he was requested to participate as a member of a Survey Team in a review of the effectiveness of the Propaganda Group of the CA Staff. In a 30 June 1967 memorandum of appreciation to the Director of Training, Chief, CA Staff commented as follows on Mr. Smith's work:

"Throughout Mr. Smith participated in a most effective professional manner bringing to bear his extensive background in the Clandestine Services. His direct and objective approach to the problems considered in the course of the survey made his contribution to the overall Team effort invaluable. The Team report, which I am still in the process of discussing within the Staff, will be of considerable value not only to this Staff in our future planning but also, I feel, to the future posture of the covert propaganda mission of the Clandestine Services; thus, I heartily commend Mr. Smith for his effective participation with the Survey Team in this effort."

SECRET

5. In his last two fitness reports Mr. Smith has received a "Strong" rating and the Chief of the Operations School as reviewing official has added his opinion that Mr. Smith has done his job with distinction and with credit to himself and his career service, citing the assignment to OTR as a first-rate example of quality in rotational tours. While Mr. Smith passed on his expertise through the training process, he also enhanced his own versatility through involvement in the various training activities cited above.

6. In recognition of the foregoing, it is felt that Mr. Smith is qualified to carry out the duties of the GS-15 grade for which he is recommended. Mr. Smith has been in grade 5 1/2 years.

C.M. Broutsas

C.M. Broutsas

Chief, Headquarters Training/OTR

CONCUR:

Charles B. Wheeler

Charles B. Wheeler

Chief, Operations School/OTR

Smith has worked under my supervision on two occasions, once in the Philippines and most recently in the Office of Training. Both jobs were in the CA field where Smith is, I believe, one of the Agency's most experienced officers. My own view is that Smith made an outstanding contribution to Agency training, particularly in CA, during his recent tour with OTR.

John Richardson

John Richardson
Director of Training

21 JUN 1958

- 3 -

SECRET

SECRET

1965

AUG 11 1965

MEMORANDUM FOR: Director of Training

SUBJECT: Statement of Appreciation - Mr. Joseph B. Smith

1. We wish to take this means and opportunity to express formally and for the record the appreciation of the Covert Action Staff for the work of Mr. Joseph B. Smith as Chief Instructor for Covert Action of the Headquarters Operations School in the Office of Training during the past two years.

2. As you know, Mr. Smith worked closely with the Covert Action Staff in totally revamping the Headquarters covert action training program. It was through his efforts that the new intensive Covert Action Operations Seminar was introduced as a technique of instruction to replace the outdated Covert Action Operations (Familiarization) Course. He carried his basic concept one good step further in introducing the Political Action Workshop as an advanced forum for studying and applying covert action operational and planning techniques. Mr. Smith's work has also laid the groundwork for more specialized follow-up in covert action training.

3. The enthusiastic reception and endorsement of these two courses, the quality attendance by Division officers, and the participation by senior Division officers as speakers, attest to the need for new courses and the success of these endeavors.

4. Those of us who had the opportunity to work closely with "Little Joe" learned to appreciate his vitality, flexibility and personal commitment to the success of these training innovations. The contribution they have already made, and will continue to make, to the Agency's training program are testimony to the role that he played in devising and implementing them.

CA-68-904

SECRET

SECRET

5. I suggest that you forward this letter to Chief, WH so that it may be made a part of Mr. Smith's permanent personnel record.

Fred W. Valtin
FRED W. VALTIN
Acting Chief
Covert Action Staff

SECRET

SECRET

REQUEST FOR PERSONNEL ACTION				DATE PREPARED	
1. SERIAL NUMBER 007894				2. NAME (Last-First-Middle) SMITH, JOSEPH B.	
3. NATURE OF PERSONNEL ACTION REASSIGNMENT				4. EFFECTIVE DATE REQUESTED MONTH 06 DAY 30 YEAR 68	
5. CATEGORY OF EMPLOYMENT REGULAR				6. FINANCIAL ANALYSIS NO. 2295-0820	
7. FUNDS X V TO V C TO V				8. LEGAL AUTHORITY (Completed by Office of Personnel)	
9. ORGANIZATIONAL DESIGNATIONS DDP/WH CA STAFF				10. LOCATION OF OFFICIAL STATION WASHINGTON D.C.	
11. POSITION TITLE OPS OFFICER (M)				12. POSITION NUMBER 0845	
13. CLASSIFICATION SCHEDULE (GS, LR, etc.) GS				14. OCCUPATIONAL SERIES 0136.01	
15. GRADE AND STEP 14 6				16. SALARY OR RATE 19771	
17. REMARKS FROM: DDS/GTR/Operations School/1314, VICE JOHN W. ISAMINGER GTR/PERS J.R. DCHERTX (phone) 1 - Finance 1 - Security Security Approval Granted by Pers. SB/SSC/26/68 66-7/5/68					
18. SIGNATURE OF REQUESTING OFFICIAL HENRY L. BERTHOLD		DATE SIGNED 6/26/68		19. SIGNATURE OF CAREER SERVICE APPROVING OFFICER [Signature]	
DATE SIGNED 6/26/68		20. SIGNATURE OF CAREER SERVICE APPROVING OFFICER [Signature]			
SPACE BELOW FOR EXCLUSIVE USE OF THE OFFICE OF PERSONNEL					
21. OFFICE CODES NUMERIC 37 10 5130 WH 25413	22. OFFICE CODES ALPHABETIC	23. STATUS CODE	24. INQUIRY CODE	25. MONTHS	26. DATE OF BIRTH
27. DATE OF BIRTH	28. DATE OF GRADE	29. DATE OF LEI	30. DATE OF LEI	31. DATE OF LEI	32. DATE OF LEI
33. DATE OF LEI	34. DATE OF LEI	35. DATE OF LEI	36. DATE OF LEI	37. DATE OF LEI	38. DATE OF LEI
39. DATE OF LEI	40. DATE OF LEI	41. DATE OF LEI	42. DATE OF LEI	43. DATE OF LEI	44. DATE OF LEI
45. DATE OF LEI	46. DATE OF LEI	47. DATE OF LEI	48. DATE OF LEI	49. DATE OF LEI	50. DATE OF LEI
51. DATE OF LEI	52. DATE OF LEI	53. DATE OF LEI	54. DATE OF LEI	55. DATE OF LEI	56. DATE OF LEI
57. DATE OF LEI	58. DATE OF LEI	59. DATE OF LEI	60. DATE OF LEI	61. DATE OF LEI	62. DATE OF LEI
63. DATE OF LEI	64. DATE OF LEI	65. DATE OF LEI	66. DATE OF LEI	67. DATE OF LEI	68. DATE OF LEI
69. DATE OF LEI	70. DATE OF LEI	71. DATE OF LEI	72. DATE OF LEI	73. DATE OF LEI	74. DATE OF LEI
75. DATE OF LEI	76. DATE OF LEI	77. DATE OF LEI	78. DATE OF LEI	79. DATE OF LEI	80. DATE OF LEI
81. DATE OF LEI	82. DATE OF LEI	83. DATE OF LEI	84. DATE OF LEI	85. DATE OF LEI	86. DATE OF LEI
87. DATE OF LEI	88. DATE OF LEI	89. DATE OF LEI	90. DATE OF LEI	91. DATE OF LEI	92. DATE OF LEI
93. DATE OF LEI	94. DATE OF LEI	95. DATE OF LEI	96. DATE OF LEI	97. DATE OF LEI	98. DATE OF LEI
99. DATE OF LEI	100. DATE OF LEI	101. DATE OF LEI	102. DATE OF LEI	103. DATE OF LEI	104. DATE OF LEI
105. DATE OF LEI	106. DATE OF LEI	107. DATE OF LEI	108. DATE OF LEI	109. DATE OF LEI	110. DATE OF LEI
111. DATE OF LEI	112. DATE OF LEI	113. DATE OF LEI	114. DATE OF LEI	115. DATE OF LEI	116. DATE OF LEI
117. DATE OF LEI	118. DATE OF LEI	119. DATE OF LEI	120. DATE OF LEI	121. DATE OF LEI	122. DATE OF LEI
123. DATE OF LEI	124. DATE OF LEI	125. DATE OF LEI	126. DATE OF LEI	127. DATE OF LEI	128. DATE OF LEI
129. DATE OF LEI	130. DATE OF LEI	131. DATE OF LEI	132. DATE OF LEI	133. DATE OF LEI	134. DATE OF LEI
135. DATE OF LEI	136. DATE OF LEI	137. DATE OF LEI	138. DATE OF LEI	139. DATE OF LEI	140. DATE OF LEI
141. DATE OF LEI	142. DATE OF LEI	143. DATE OF LEI	144. DATE OF LEI	145. DATE OF LEI	146. DATE OF LEI
147. DATE OF LEI	148. DATE OF LEI	149. DATE OF LEI	150. DATE OF LEI	151. DATE OF LEI	152. DATE OF LEI
153. DATE OF LEI	154. DATE OF LEI	155. DATE OF LEI	156. DATE OF LEI	157. DATE OF LEI	158. DATE OF LEI
159. DATE OF LEI	160. DATE OF LEI	161. DATE OF LEI	162. DATE OF LEI	163. DATE OF LEI	164. DATE OF LEI
165. DATE OF LEI	166. DATE OF LEI	167. DATE OF LEI	168. DATE OF LEI	169. DATE OF LEI	170. DATE OF LEI
171. DATE OF LEI	172. DATE OF LEI	173. DATE OF LEI	174. DATE OF LEI	175. DATE OF LEI	176. DATE OF LEI
177. DATE OF LEI	178. DATE OF LEI	179. DATE OF LEI	180. DATE OF LEI	181. DATE OF LEI	182. DATE OF LEI
183. DATE OF LEI	184. DATE OF LEI	185. DATE OF LEI	186. DATE OF LEI	187. DATE OF LEI	188. DATE OF LEI
189. DATE OF LEI	190. DATE OF LEI	191. DATE OF LEI	192. DATE OF LEI	193. DATE OF LEI	194. DATE OF LEI
195. DATE OF LEI	196. DATE OF LEI	197. DATE OF LEI	198. DATE OF LEI	199. DATE OF LEI	200. DATE OF LEI

SECRET

100-1152 USE PREVIOUS EDITION

100-1152 USE PREVIOUS EDITION

00000

SECRET

15-0382-18

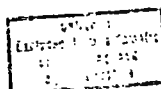
MEMORANDUM FOR: Joseph B. Smith
VIA : Director of Training
SUBJECT : Next Assignment

1. We wish to advise you that the Clandestine Services Career Service approves your next assignment to WH Division upon completion of your current tour with the Office of Training.

2. The Clandestine Services appreciates your excellent performance in your current assignment and wishes you continuing success.

Vernon L. Gresham
Vernon L. Gresham
DNP/OP

SECRET



SECRET

16 AUG 1967

MEMORANDUM FOR : Director of Training
Room 810
1000 Glebo Road

SUBJECT : Training of Military Officers
in Covert Psychological Warfare
Techniques

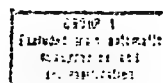
1. In response to my request of 2 May 1967 your Office did an extremely fine job in organizing and conducting the training course for the military officers who will be going to Saigon to work with Agency personnel in psychological warfare. Special note should be taken of the efforts of Mr. Joseph Smith, of your Office, who organized the course and provided not only the impetus for the program but also the catalysis for a very enthusiastic response from the students.

2. The group of trainees have been requested to provide a critique of the course after they have settled into their jobs in Saigon in order to determine how well the course material fitted their assignments. We will forward copies of these critiques as they become available.

3. Again let me express my appreciation for your very effective support.

Douglas S. Blaufarb
Douglas S. Blaufarb
Chief, Vietnam Operations

SECRET



SECRET

1152 1/21 PREVIOUS EDITION

SECRET

GROUP 3
• FIVE-STAR FIGHTER BOMBER
AND STRIKE GROUP

G 53

SECRET

(U) New Edition 1-66

REQUEST FOR PERSONNEL ACTION										DATE PREPARED							
XYB 1. SERIAL NUMBER 007894										21 February 1966							
2. NAME (Last-First-Middle) Smith, Joseph D																	
3. NATURE OF PERSONNEL ACTION DESIGNATION AS A PARTICIPANT IN THE CIA RETIREMENT AND DISABILITY SYSTEM										4. EFFECTIVE DATE REQUESTED MONTH DAY YEAR 03 13 66							
5. CATEGORY OF EMPLOYMENT REGULAR																	
6. FUNDS <input checked="" type="checkbox"/> V TO V <input type="checkbox"/> V TO C <input type="checkbox"/> C TO V <input checked="" type="checkbox"/> C TO C										7. COST CENTER NO. CHARGEABLE 6135-0633							
8. LEGAL AUTHORITY (Completed by Office of Personnel) PL 88-643 Sect. 203																	
9. ORGANIZATIONAL DESIGNATIONS DDP/WH FOREIGN FIELD UNASSIGNED										10. LOCATION OF OFFICIAL STATION BUENOS AIRES, ARGENTINA							
11. POSITION TITLE OPS OFFICER										12. POSITION NUMBER 0000							
13. CAREER SERVICE DESIGNATION D																	
14. CLASSIFICATION SCHEDULE (GS, I, II, etc.) GS										15. OCCUPATIONAL SERIES 0136.01							
16. GRADE AND STEP 14 5										17. SALARY OR RATE \$ 16,712							
18. REMARKS EMPLOYEE WILL RECEIVE NOTIFICATION FROM THE DIRECTOR OF PERSONNEL OF THIS DESIGNATION AND RIGHT OF APPEAL TO THE DIRECTOR OF CENTRAL INTELLIGENCE.																	
19A. SIGNATURE OF REQUESTING OFFICIAL						DATE SIGNED		19B. SIGNATURE OF CAREER SERVICE APPROVING OFFICER									
SPACE BELOW FOR EXCLUSIVE USE OF THE OFFICE OF PERSONNEL																	
19. ACTION CODE		20. EMPLOY CODE		21. OFFICE CODING ALPHABETIC		22. STATION CODE		23. INTEGRITY CODE		24. HOURS CODE		25. DATE OF BIRTH MO. DA. YR.		26. DATE OF SPACE MO. DA. YR.		27. DATE OF LEI MO. DA. YR.	
28. NTE EXPIRES MO. DA. YR.		29. SPECIAL REFERENCE		30. RETIREMENT DATA 1-YES 2-NO		31. SEPARATION DATA CODE		32. CORRECTION CANCELLATION DATA TYPE MO. DA. YR.		33. SECURITY REQ. NO.		34. SECURITY REQ. NO.		35. SECURITY REQ. NO.		36. SECURITY REQ. NO.	
37. YET. PRESENT		38. YET. COMP. DATE		39. LONG COMP. DATE		40. CAREER CATEGORY CODE		41. HEALTH-HEALTH INSURANCE CODE		42. SOCIAL SECURITY NO.		43. SOCIAL SECURITY NO.		44. SOCIAL SECURITY NO.		45. SOCIAL SECURITY NO.	
46. PREVIOUS SERVICE DATA CODE		47. LEAVE CAT. CODE		48. FEDERAL TAX DATA CODE		49. STATE TAX DATA CODE		50. STATE TAX DATA CODE		51. STATE TAX DATA CODE		52. STATE TAX DATA CODE		53. STATE TAX DATA CODE		54. STATE TAX DATA CODE	
43. POSITION CONTROL CERTIFICATION												44. O.P. APPROVAL See memo signed by D/Pers dated 15 Feb 1966		DATE APPROVED 28 Feb 66			

FORM 1152 USE PREVIOUS EDITION

SECRET

GROUP 1
EXCLUDED FROM AUTOMATIC DOWNGRADING
AND DECLASSIFICATION

SECRET
(When Filled In)

REQUEST FOR PERSONNEL ACTION				DATE PREPARED 25 APRIL 1963	
1. SERIAL NUMBER 7794 035155		2. NAME (Last-First-Middle) Smith, Joseph B.			
3. NATURE OF PERSONNEL ACTION REASSIGNMENT			4. EFFECTIVE DATE REQUESTED MONTH 05 DAY 12 YEAR 63		5. CATEGORY OF EMPLOYMENT REGULAR
6. FUNDS 		V TO V CF TO V	V TO CF CF TO CF	7. COST CENTER NO. CHARGEABLE 3135-5050-1000	
8. ORGANIZATIONAL DESIGNATIONS DDP WH BRANCH 2 BUENOS AIRES, ARGENTINA STATION EE UNIT			9. LOCATION OF OFFICIAL STATION BUENOS AIRES, ARGENTINA		
10. POSITION TITLE OPS OFFICER			11. POSITION NUMBER 0651		12. CAREER SERVICE DESIGNATION D
13. CLASSIFICATION SCHEDULE (OS, LB, etc.) 03		14. OCCUPATIONAL SERIES 016.01		15. GRADE AND STEP 11 3	
16. SALARY OR RATE 13695 ✓					

17. REMARKS

FROM: DDP/WH/2/BUENOS AIRES/BAF-848

Received by
CSEB

18. SIGNATURE OF OFFICIAL ROBERT D. CASHMAN, C/WH/PERS		DATE SIGNED 4/25/63		19. SIGNATURE OF CAREER SERVICE APPROVING OFFICER W. Keating		DATE SIGNED 29 Apr 63	
SPACE BELOW FOR EXCLUSIVE USE OF THE OFFICE OF PERSONNEL							
20. ACTION CODE 37	21. EMPLOY CODE 10	22. OFFICE CODE NUMERIC 64650 ALPHABETIC 28H	23. STATE OR CODE 04041	24. INTEGRAL CODE 3	25. MONTHLY DATE OF BIRTH 05/12/21	26. DATE OF DEATH	27. DATE OF LST
28. VTS EMPLOY		29. SPECIAL REFERENCE	30. RETIREMENT DATA	31. SEPARATION DATA CODE	32. CORRECTION CANCELLATION DATA		33. SECURITY REQ. NO.
34. PFT. PREFERENCE		35. SERV. COMP. DATE	36. LEAVE DATE	37. CAREER CATEGORY	38. FEL. / HEALTH INSURANCE		39. SOCIAL SECURITY NO.
40. PREVIOUS GOVERNMENT SERVICE DATA		41. FEDERAL TAX DATA		42. STATE TAX DATA		43. STATE TAX DATA	
44. POSITION CONTROL CERTIFICATION W. Keating 05/06/63		45. D.P. APPROVAL W. Keating		46. DATE APPROVED 29 Apr 63		47. DATE APPROVED 29 Apr 63	

SECRET
(When Filled In)

REQUEST FOR PERSONNEL ACTION										DATE PREPARED 18 DECEMBER 1962	
1. SERIAL NUMBER 036155 0367894		2. NAME (Last, First-Middle) Smith, Joseph B.									
3. NATURE OF PERSONNEL ACTION PROMOTION				4. EFFECTIVE DATE REQUESTED MONTH 12 DAY 23 YEAR 62			5. CATEGORY OF EMPLOYMENT REGULAR				
6. FUNDS 		V TO V CF TO V		V TO CF X CF TO CF		7. COST CENTER NO. CHARGE-HOLE 3135-5050-1000		8. LEGAL AUTHORITY (Completed by Office of Personnel)			
9. ORGANIZATIONAL DESIGNATIONS DDP WH BRANCH 2 BUENOS AIRES, ARGENTINA STATION						10. LOCATION OF OFFICIAL STATION BUENOS AIRES, ARGENTINA					
11. POSITION TITLE OPS OFFICER						12. POSITION NUMBER 0848		13. CAREER SERVICE DESIGNATION D			
14. CLASSIFICATION SCHEDULE (GS, LN, etc.) GS			15. OCCUPATIONAL SERIES 0136.01		16. GRADE AND STEP 14 3		17. SALARY OR RATE 15,695				
18. REMARKS FROM: SAME											
19. SIGNATURE OF REQUESTING OFFICIAL D. C. BOWERS C/WH/PERSONNEL				DATE SIGNED 18 Dec 62		19. SIGNATURE OF CAREER SERVICE APPROVING OFFICER John Collins				DATE SIGNED 18 Dec 62	
SPACE BELOW FOR EXCLUSIVE USE OF THE OFFICE OF PERSONNEL											
1. ACTION CODE 22	2. EMPLOY CODE 10	3. OFFICE CODE 64650	4. STATION CODE WH	5. INT. SEC CODE 04041	6. MONTH CODE 3	7. DATE OF BIRTH MO. 12 DA. 16 YR. 62	8. DATE OF GRAD MO. 12 DA. 23 YR. 62	9. OFF OF SER. MO. 12 DA. 23 YR. 62	10. DATE OF SER. MO. 12 DA. 23 YR. 62	11. DATE OF SER. MO. 12 DA. 23 YR. 62	
23. DATE EXPIRES MO. 12 DA. 23 YR. 62		24. SPECIAL REFERENCE 180		25. DEPARTMENT DATA 1 - 000 2 - 010 3 - 010 4 - 020		26. DEPARTMENT DATA 1 - 000 2 - 010 3 - 010 4 - 020		27. DEPARTMENT DATA 1 - 000 2 - 010 3 - 010 4 - 020		28. SOCIAL SECURITY NO. 3-511	
29. VET. PREFERENCE CODE 0 - NONE 1 - 5 PT. 2 - 10 PT.		30. LONG. EMP. DATE MO. 12 DA. 23 YR. 62		31. CAREER CATEGORY CODE 0 - NONE 1 - 100 2 - 100		32. HEALTH INSURANCE CODE 0 - NONE 1 - 100 2 - 100		33. SOCIAL SECURITY NO. 3-511			
34. PREVIOUS EMPLOYMENT SERVICE DATA CODE 0 - NO PREVIOUS SERVICE 1 - NO BREAK IN SERVICE 2 - BREAK IN SERVICE (LESS THAN 3 YRS) 3 - BREAK IN SERVICE (MORE THAN 3 YRS)				35. FEDERAL TAX DATA CODE 0 - NONE 1 - 100 2 - 100		36. STATE TAX DATA CODE 0 - NONE 1 - 100 2 - 100		37. STATE TAX DATA CODE 0 - NONE 1 - 100 2 - 100			
38. POSITION CONTROL CERTIFICATION 17 Kennedy 12/20/62						39. O.P. APPROVAL Joseph B. Bowers		DATE APPROVED 19 Dec 62			


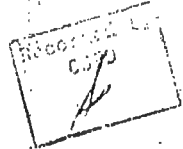
SECRET

GROUP 1
EXCLUDED FROM AUTOMATIC DOWNGRADING
AND DECLASSIFICATION

SECRET
(When Filled In)

REQUEST FOR PERSONNEL ACTION				DATE PREPARED 5 April 1962	
1. SERIAL NUMBER 036455		2. NAME (Last, First, Middle) Smith, Joseph O			
3. NATURE OF PERSONNEL ACTION EXCEPTED APPOINTMENT Cause			4. EFFECTIVE DATE REQUESTED MONTH DAY YEAR 05 27 62		5. CATEGORY OF EMPLOYMENT REGULAR
6. FUNDS <div style="display: flex; align-items: center;"> <div> V TO V CF TO V V TO CF CF TO CF </div> </div>		7. COST CENTER NO. CHARGEABLE 2135-5050-1000		8. LEGAL AUTHORITY (Completed by Office of Personnel)	
9. ORGANIZATIONAL DESIGNATIONS DDP WH BRANCH 2 BUENOS AIRES, ARGENTINA STATION			10. LOCATION OF OFFICIAL STATION BUENOS AIRES, ARGENTINA		
11. POSITION TITLE OPERATIONS OFFICER (B)			12. POSITION NUMBER *RAF-848		13. CAREER SERVICE DESIGNATION D
14. CLASSIFICATION SCHEDULE (US, AF, etc.) GS (12)		15. OCCUPATIONAL SERIES 0136.01		16. GRADE AND STEP 13 455	
17. SALARY OR RATE 4,675					
18. REMARKS <p align="center">C - 09/54</p> <p>*Personal rank assignment in accordance with HR 20-21b.(2) for a maximum period of two years. The only qualified person available for assignment to a position which must be filled immediately.</p> <div style="text-align: right;"> <i>Approved for Chairman, Pmc</i> <i>Charles W. Craven</i> <i>25 Apr '62</i> </div> <div style="text-align: center; margin-top: 10px;"> </div>					
19A. SIGNATURE OF REQUESTING OFFICER <i>[Signature]</i> P. C. BOWERS			19B. SIGNATURE OF CAREER SERVICE APPROVING OFFICER <i>[Signature]</i>		
SPACE BELOW FOR EXCLUSIVE USE OF THE OFFICE OF PERSONNEL					
20. ACTION CODE 13 10		21. OFFICE ROUTING 64659 WH 100/11		22. STATE CODE 06	
23. DATE OF BIRTH 06/16/21		24. DATE OF DEATH 10/09/55		25. SOCIAL SECURITY NO. 02891 021	
26. RETIREMENT DATA 80		27. RETIREMENT DATA 1		28. RETIREMENT DATA 1	
29. RET. PREFERENCE 1		30. LONG. SERV. DATE 10/09/55		31. LONG. SERV. DATE 10/09/55	
32. PREVIOUS GOVT. SERVICE DATA 1		33. FEDERAL TAX DATA 0		34. STATE TAX DATA 0	
35. POSITION CONTROL CERTIFICATION 6		36. O.P. APPROVAL <i>[Signature]</i> Joseph B. Rogers		37. DATE APPROVED 26 Apr 62	

SECRET
(When Filled In)

REQUEST FOR PERSONNEL ACTION						DATE PREPARED	
1. SERIAL NUMBER 007894		2. NAME (Last-First-Middle) SMITH, Joseph B.				5 April 1962	
3. NATURE OF PERSONNEL ACTION RESIGNATION				4. EFFECTIVE DATE REQUESTED MONTH DAY YEAR 05 36 62		5. CATEGORY OF EMPLOYMENT REGULAR	
6. FUNDS  <input checked="" type="checkbox"/> V. TO V <input type="checkbox"/> V TO CF <input type="checkbox"/> CF TO V		7. COST CENTER NO. CHARGEABLE 2235-1000-1000		8. LEGAL AUTHORITY (Completed by Office of Personnel)			
9. ORGANIZATIONAL DESIGNATIONS DDP WH BRANCH 1 VENEZUELA SECTION				10. LOCATION OF OFFICIAL STATION WASHINGTON, D. C.			
11. POSITION TITLE OPERATIONS OFFICER (A)				12. POSITION NUMBER 20505		13. CAREER SERVICE DESIGNATION D	
14. CLASSIFICATION SCHEDULE (GS, LP, etc.) GS (14)		15. OCCUPATIONAL SERIES 0136.01		16. GRADE AND STEP 13 245		17. SALARY OR PAY 14675	
18. REMARKS							
<div align="center">  </div>							
19. SIGNATURE OF REQUESTING OFFICER <i>[Signature]</i> P. C. BOWERS / C/WH/Personnel				20. SIGNATURE OF CAREER SERVICE APPROVING OFFICER <i>[Signature]</i> 20 April 62			
SPACE BELOW FOR EXCLUSIVE USE OF THE OFFICE OF PERSONNEL.							
21. ACTION CODE 45	22. EMPLOY CODE 10	23. OFFICE CODE ALPHABETIC 10000931	24. POSITION CODE 1	25. MONTHS SINCE 0016 31	26. DATE OF BIRTH MO. DAY YEAR 05 36 62	27. DATE OF DEATH MO. DAY YEAR	28. DATE OF DEATH MO. DAY YEAR
29. DATE EXPIRES MO. DAY YEAR	30. SPECIAL REFERENCE 1 - YES 2 - NO	31. SEPARATION DATA CODE 10000931	32. EMPLOYMENT CANCELLATION DATA MO. DAY YEAR	33. SOCIAL SECURITY NO.		34. SOCIAL SECURITY NO.	
35. PREVIOUS GOVERNMENT SERVICE DATA CODE 1 - YES 2 - NO	36. SERV. COMP. DATE MO. DAY YEAR	37. SERV. COMP. DATE MO. DAY YEAR	38. MIL SERV. CREDITED 1 - YES 2 - NO	39. MIL SERV. CREDITED 1 - YES 2 - NO	40. HEALTH INSURANCE CODE 1 - YES 2 - NO	41. HEALTH INSURANCE CODE 1 - YES 2 - NO	
42. PREVIOUS GOVERNMENT SERVICE DATA CODE 1 - NO PREVIOUS SERVICE 2 - NO BREAK IN SERVICE 3 - BREAK IN SERVICE (LESS THAN 12 MOS) 4 - BREAK IN SERVICE (MORE THAN 12 MOS)		43. STATE TAX DATA CODE 1 - YES 2 - NO	44. STATE TAX DATA CODE 1 - YES 2 - NO	45. STATE TAX DATA CODE 1 - YES 2 - NO	46. STATE TAX DATA CODE 1 - YES 2 - NO	47. STATE TAX DATA CODE 1 - YES 2 - NO	48. STATE TAX DATA CODE 1 - YES 2 - NO
49. POSITION CONTROL CERTIFICATION <i>[Signature]</i> 31 APR 62				50. D.P. APPROVAL <i>[Signature]</i> 20 APR 62			

SECRET

(When Filled In)

EMPLOYEE NOTICE OF RESIGNATION

I RESIGN EFFECTIVE _____ FOR THE FOLLOWING REASON:
(Date)

MY LAST WORKING DAY WILL BE:

DATE SIGNED

SIGNATURE OF EMPLOYEE

Joseph B. Smith

FORWARD COMMUNICATIONS, INCLUDING SALARY CHECKS AND BONDS, TO THE FOLLOWING ADDRESS: (Number, Street, City, Zone, State)

INSTRUCTIONS

- Items 1 thru 7 and Items 9 thru 18a - The initiating office should fill in each of the referenced items. Items 3 thru 7 and 9 thru 18 require information which pertains only to the action requested, and NOT to the current status of the employee unless specific items remain unchanged.
- Item 5 - "Category of Employment" should show one of the following entries:
- | | | |
|-----------------------|------------|------------|
| Regular | Summer | WAE |
| Part Time | Detail Out | Consultant |
| Temporary | Detail In | Military |
| Temporary - Part Time | | |
- Item 9 - "Organizational Designations" should show all levels of organization pertinent to identifying the location of the position:
- FIRST LINE Major Component (Director, Deputy Director, etc.)
Office, Major Staff, etc.
Division or Staff (subordinate to first line)
Branch
Section
Unit
- Item 11 - "Position Title" should reflect the standard abbreviated title given in the most current edition of the Position Control Register or reported on Form 261, Staffing Complement Change Authorization.
- Item 18b - Signature should be that of the official authorized to approve for the Career Service to which the employee belongs. If more than one Career Service is involved, the gaining Career Service should approve and the other Career Service should concur in Item 18, Remarks.

ROUTING - The original only of this form will be forwarded to the Office of Personnel through the appropriate Career Service official(s). In the case of requests specified in HB 20-800-1, which require advance approval of or notification to the Office of Security or the Office of the Comptroller, one copy only will be sent to the Office(s) concerned.

SECRET

SECRET
(When Filled In)

REQUEST FOR PERSONNEL ACTION				DATE PREPARED	
				25 August 1961	
1. SERIAL NUMBER		2. NAME (Last-First-Middle)			
007894		SMITH, Joseph B.			
3. NATURE OF PERSONNEL ACTION			4. EFFECTIVE DATE REQUESTED		5. CATEGORY OF EMPLOYMENT
REASSIGNMENT			MONTH DAY YEAR 09 15 61		REGULAR
6. FUNDS			7. POST CENTER NO. CHARGEABLE		8. LEGAL AUTHORITY (Completed by Office of Personnel)
<input checked="" type="checkbox"/> V TO V <input type="checkbox"/> CF TO V <input type="checkbox"/> V TO CF <input type="checkbox"/> CF TO CF			2235-1000-1000		
9. ORGANIZATIONAL DESIGNATIONS			10. LOCATION OF OFFICIAL STATION		
DDP WH BRANCH 1 VENEZUELA SECTION			WASHINGTON, D. C.		
11. POSITION TITLE		12. POSITION NUMBER		13. PCR CONTROL NO.	13. CAREER SERVICE DESIGNATION
OPS OFFICER (D)		505			D.
14. CLASSIFICATION SCHEDULE (GS, LT, etc.)		15. OCCUPATIONAL SERIES		17. SALARY OR RATE	
GS (14)		0136.01		13 4 \$11415	
16. REMARKS					
(From: DDP/WH/1/Venezuela Sec/459/D.C.) Staffing complement change.					
18. SIGNATURE OF REQUESTER			19. SIGNATURE OF CAREER SERVICE APPROVING OFFICER		
<i>Walter R. Smith</i> for P. C. BOWERS WH/Personnel Officer			<i>Walter R. Smith</i>		
SPACE BELOW FOR EXCLUSIVE USE OF THE OFFICE OF PERSONNEL					
20. ACTION CODE	21. POSITION CODE	22. OFFICE CODE	23. STATE CODE	24. DATE OF BIRTH	25. DATE OF DEATH
01	10	143	01	06/16/21	
26. PAY BASIS		27. PAY GRADE	28. PAY RATE	29. SOCIAL SECURITY NO.	
1 - BASIC 2 - BASIC + 10% 3 - BASIC + 20%		1 - GS 2 - LT 3 - ST	1 - \$100 2 - \$110 3 - \$120		
30. PAY PREFERENCE		31. PAY ADJUSTMENT	32. PAY ADJUSTMENT DATE	33. SOCIAL SECURITY NO.	
1 - BASIC 2 - BASIC + 10% 3 - BASIC + 20%		1 - GS 2 - LT 3 - ST	1 - \$100 2 - \$110 3 - \$120		
34. PREVIOUS GOVERNMENT SERVICE DATA		35. FEDERAL TAX DATA	36. STATE TAX DATA		
1 - NO PREVIOUS SERVICE 2 - NO DATA ON SERVICE 3 - DATA IN SERVICE (Less than 12 mos) 4 - DATA IN SERVICE (More than 12 mos)		1 - YES 2 - NO	1 - YES 2 - NO		
37. POSITION CONTROL CERTIFICATION		38. O.P. APPROVAL			
<i>W. Kearney</i> 09/15/61		<i>Walter R. Smith</i>			

SECRET
(When Filled In)

REQUEST FOR PERSONNEL ACTION										DATE PREPARED	
1. SERIAL NUMBER 007894 ✓										2. NAME (Last-First-Middle) SMITH, JOSEPH B.	
3. NATURE OF PERSONNEL ACTION REASSIGNMENT					4. EFFECTIVE DATE REQUESTED MONTH DAY YEAR 07 27 61		5. CATEGORY OF EMPLOYMENT REGULAR				
6. FUNDS X V TO V CF TO V					7. COST CENTER NO. CHARGEABLE 2235 1000 1000		8. LEGAL AUTHORITY (Completed by Office of Personnel)				
9. ORGANIZATIONAL DESIGNATIONS DDP WH BRANCH 1 VENEZUELA SECTION					10. LOCATION OF OFFICIAL STATION WASHINGTON, D. C.						
11. POSITION TITLE OPS OFFICER (D)					12. POSITION NUMBER 10-459		12a. PCN CONTROL NO.		13. CAREER SERVICE DESIGNATION D		
14. CLASSIFICATION SCHEDULE (GS, LH, etc.) GS (13)			15. OCCUPATIONAL SERIES 0136.01		16. GRADE AND STEP 13 4 ✓		17. SALARY OR RATE \$11415 ✓				
18. REMARKS (FROM: DDP/CA Staff/Prop.Grp./356/D.C.) Try 3 1 copy to Security. <i>Personnel date is 10/14/61 5 Sept 61</i> Security Approval Granted by Pers. SD/OS 7/26/61 8/16/61 CONCURRENCE: <i>Charles J. Francis</i> CA/Support Group											
19a. SIGNATURE OF REQUESTING OFFICIAL <i>PCB Bowers</i>						19b. SIGNATURE OF CAREER SERVICE APPROVING OFFICER <i>Walter R. Otter</i>					
SPACE BELOW FOR EXCLUSIVE USE OF THE OFFICE OF PERSONNEL											
20. ACTION CODE 37		21. POLYGRAPH CODE 10		22. OFFICE CODING NATIVE ALPHABETIC 4 x 360 WH		23. STAT ON CODE 75013		24. NIEPHT CODE		25. MONTHS CODE	
26. DATE OF BIRTH 06/16/21		27. DATE OF MAR		28. DATE OF LGL		29. DATE OF EXP 06/16/21		30. DATE OF MAR		31. DATE OF LGL	
32. VET. PREFERENCE 0 - NONE 1 - 5 YRS. 2 - 10 YRS.		33. SERV. COMP. DATE		34. SERV. COMP. DATE		35. MIL. SER. CREDITED		36. MIL. SER. CREDITED		37. MIL. SER. CREDITED	
38. PREVIOUS EMPLOYMENT SERVICE DATA 0 - NO PREVIOUS SERVICE 1 - NO BREAK IN SERVICE 2 - BREAK IN SERVICE (LESS THAN 12 MOS) 3 - BREAK IN SERVICE (MORE THAN 12 MOS)		39. LEAVE BAL. CODE		40. LEAVE BAL. CODE		41. LEAVE BAL. CODE		42. LEAVE BAL. CODE		43. LEAVE BAL. CODE	
44. POSITION CONTROL CERTIFICATION <i>W. Kearney 08/23/61</i>						45. O.P. APPROVAL <i>Walter R. Otter</i>					

REQUEST FOR PERSONNEL ACTION													
12 Sept. 1960													
1. Ser. No.	2. Name (Last-First-Middle)			3. Date of Birth			4. Vet. Pref.		5. Sex		6. CS - EOD		
107894	SMITH JOSEPH B			Mo. Da. Yr. 06 16 21			Non-0 Code 5 Pt. 1 10 Pt. 2 1		M 1		Mo. Da. Yr. 09 17 51		
7. SCD	8. CSC Rating		9. CSC Or Other Legal Authority		10. Appt. Affidav.			11. FEGLI		12. LCD		13. Special Pay	
Mo. Da. Yr. 10 03 48	Yes - 1 Code No - 2 1		50 USCA 403		Mo. Da. Yr. Yes - 1 Code No - 2			Mo. Da. Yr. 09 17 51		Yes - 1 Code No - 2 2			

PREVIOUS ASSIGNMENT

14. Organizational Designations			Code		15. Location Of Official Station			Station Code			
DDP COVERT ACTION STAFF PROPAGANDA GROUP MEDIA BRANCH			4230		WASH., D.C.			75013			
16. Dept. - Field		17. Position Title			18. Position No.		19. Serv.		20. Occup. Series		
Dept. USfld - Frgn - 87		OPS OFFICER			0399		GS		0136.01		
21. Grade & Step		22. Salary Or Rate		23. SD		24. Date Of Grade		25. PSI Due		26. Appropriation Number	
13 4		\$ 11415 10610		D		Mo. Da. Yr. 10 09 55		Mo. Da. Yr. 10 01 61		0221 1000 1000	

ACTION

27. Nature Of Action		Code		28. Eff. Date		29. Type Of Employee		Code		30. Separation Data	
Reassignment		37		Mo. Da. Yr. 10 01 60		Regular		10			

PRESENT ASSIGNMENT

31. Organizational Designations			Code		32. Location Of Official Station			Station Code			
DDP CA Staff Propaganda Group Guidance Branch			4230		Wash., D. C.			75013			
33. Dept. - Field		34. Position Title			35. Position No.		36. Serv.		37. Occup. Series		
Dept. USfld - Frgn - 1		Ops Officer			V 356		GS		0136.01		
38. Grade & Step		39. Salary Or Rate		40. SD		41. Date Of Grade		42. PSI Due		43. Appropriation Number	
13 4		\$ 11415		D -		Mo. Da. Yr. 10 09 55		Mo. Da. Yr. 10 01 61		1221-1000-1000	
SOURCE OF REQUEST											
A. Requested By (Name And Title)						C. Request Approved By (Signature And Title)					
Charles J. Francis, Chief, Support Group						Charles J. Francis					
B. For Additional Information Call (Name & Telephone Ext.)						J. POSTER COLLINS, Chief, CA Staff					
Betty R. Weyland x 3625											
CLEARANCES											
Clearance		Signature		Date		Clearance		Signature		Date	
A. Career Record		C. C. Francis		9/25/60		Placement					
B. Pay Control		18		9/25/60							
C. Classification											
Remarks											
Action to correct slotting.											
LCE 11-3-60											

V to V		V to UV		SECRET (When Filled In)		COPY REQUEST FOR PERSONNEL ACTION				DATE PREPARED			
UV to V		UV to UV								Mo Da Yr			
1. Serial No		2. Name (Last-First-Middle)				3. Date Of Birth			4. Vet. Pref		5. Sex		
107894		SMITH, Joseph B.				Mo Da Yr 06 16 21			None-0 5 Pt-1 10 Pt-2		Code N 2		
6. CS/CO		7. SCD		8. CSC Grade		9. CSC Or Other Legal Authority		10. Appt Affinity		11. FEGLI		12. LCD	
Mo Da Yr 09 17 51		Mo Da Yr 10 03 48		Yes-1 No-2 1		50 USCA 403 J		Mo Da Yr 09 17 51		Yes-1 No-2 1		Code 2	

CURRENT ASSIGNMENT

14. Organizational Designation				Code		15. Location Of Official Station				Station Code	
DDP FE Branch 3 Philippines Station PP Section				5161		Manila R. P.				57557	
16. Dept. - Field		17. Position Title		18. Position No.		19. Serv		20. Occup. Series			
Dept - USMA Figs - 5		Ops Off		0710		GS		0136.01			
21. Grade & Step		22. Salary Or Rate		23. SD		24. Date Of Grade		25. PSI Due		26. Appropriation Number	
13 4		\$ 10610		DP		Mo Da Yr 10 09 55		Mo Da Yr 10 05 58		8 3780 55 006	

ACTION

27. Nature Of Action		Code		28. Eff. Date		29. Type Of Employee		Code		30. Separation Data	
Reassignment & Transfer to Vouchered Funds		02		Mo Da Yr 05 18 60		Regular		01			

PROPOSED ASSIGNMENT

31. Organizational Designation				Code		32. Location Of Official Station				Station Code	
DDP Covert Action Staff Propaganda Group Media Branch				4230		Wash., D. C.				75013	
33. Dept. - Field		34. Position Title		35. Position No.		36. Serv		37. Occup. Series			
Dept - USMA Figs - 2		Ops Officer		0399		GS		0136.01			
38. Grade & Step		39. Salary Or Rate		40. SD		41. Date Of Grade		42. PSI Due		43. Appropriation Number	
13 4		\$ 10610		D		Mo Da Yr 10 09 55		Mo Da Yr 10 01 61		0221 1000 1000	

SOURCE OF REQUEST

A. Requested By (Name And Title)		C. Request Approved By (Signature And Title)		Date Approved	
Charles J. Francis, Chief, Support Group		J. FOSTER COLLINS, Chief, CA Staff			
B. For Additional Information Use (Name & Telephone Ext)					
Bobby R. Weyland x 3625					

CLEARANCES

Clearance		Signature		Date	
A. Foreign Board					
B. For Control					
C. Classification					

Two copies to Security

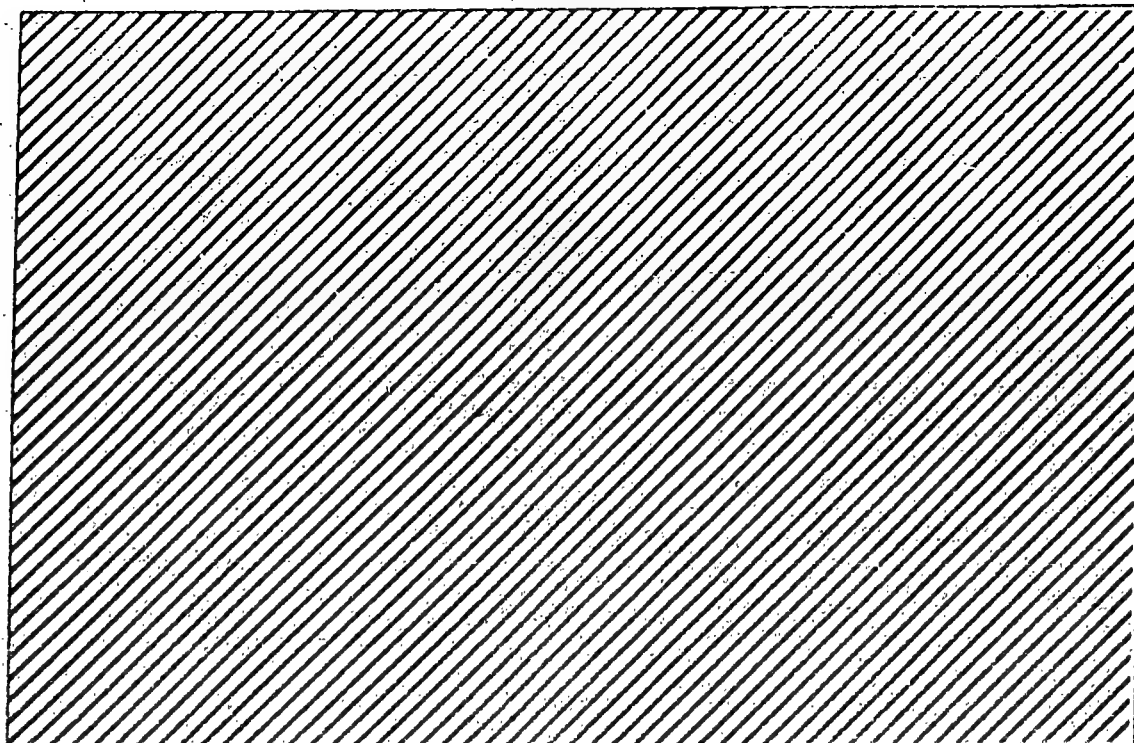
CONCUR:

☐ Continued ☐ Leave Blank

FORM 1152 USE PREVIOUS EDITIONS

SECRET

SECRET
(When Filled In)



NAME OF EMPLOYEE (Last-First-Middle)	NAME AND RELATIONSHIP OF DEPENDENT*	CLAIM NUMBER
Smith, Joseph B.	Wife - Jean	59-44D

There is on file in the Casualty Affairs Branch, Benefits and Casualty Division, Office of Personnel, an Official Disability Claim File on the above named employee (or his dependent*) for an illness, injury, or death incurred on 16 September 1958

This notice should be filed in the employee's Official Personnel Folder as a permanent cross-reference to the Official Disability Claim File.

DATE OF NOTICE	SIGNATURE OF OGD REPRESENTATIVE
28 SEP 1958	B. De Felice
NOTICE OF OFFICIAL DISABILITY CLAIM FILE	

REQUEST FOR PERSONNEL ACTION														3 February 1958			
1. Serial No.		9. Name (Last-First-Middle)				3. Date Of Birth			14. Vac. Prior		15. Sex		6. Civ. EMP				
10000		JOSEPH E.				Mo. Da. Yr.			16. Code		17. 1		Mo. Da. Yr.				
7. SCB		8. CSC Repts.		9. CSC Or Other Legal Authority		10. Appt. Authority			11. FEGLI		12. LEO		13. Special Code				
Mo. Da. Yr.		Yes-1 Code		Yes-2 Code		Mo. Da. Yr.			Yes-1 Code		Yes-2 Code		Mo. Da. Yr.				

PREVIOUS ASSIGNMENT													
14. Organizational Designations				Code		15. Location Of Official Station				Station Code			
OFFICE OF THE CHIEF				121		MANILA, P. I.				57557			
16. Dept. - Field		17. Position Title		18. Position No.				19. Serv.		20. Occup. Series			
DDP/FE		ASCA OPS OF DDP/FE		710				GS		0136.31			
21. Grade & Step		22. Salary Or Rate		23. SD		24. Date Of Grade		25. PSI Due		26. Appropriation Number			
Mo. Da. Yr.		Mo. Da. Yr.		Mo. Da. Yr.		Mo. Da. Yr.		Mo. Da. Yr.		Mo. Da. Yr.			

ACTION															
27. Nature Of Action				Code		28. Eff. Date		29. Type Of Employee				Code		30. Separation Code	
Reassignment (V to UV)				35		02.07.58		Regular				FE		51	

PRESENT ASSIGNMENT													
31. Organizational Designations				Code		32. Location Of Official Station				Station Code			
DDP/FE Branch 3 - Philippines Station FP Section				511		Manila, R. P.				57557			
33. Dept. - Field		34. Position Title		35. Position No.				36. Serv.		37. Occup. Series			
DDP/FE		Ops Off (FP)		710				GS		0136.31			
38. Grade & Step		39. Salary Or Rate		40. SD		41. Date Of Grade		42. PSI Due		43. Appropriation Number			
Mo. Da. Yr.		Mo. Da. Yr.		Mo. Da. Yr.		Mo. Da. Yr.		Mo. Da. Yr.		Mo. Da. Yr.			

SOURCE OF REQUEST													
A. Requested By (Name And Title)				C. Request Approved By (Signature And Title)									
Request				Requesting Officer									
B. For Additional Information Call (Name & Telephone Ext.)				Jimmie Dewberry, Ext. 2957									
CLEARANCES													
Clearance		Signature		Date		Clearance		Signature		Date		Clearance	
A. Career Board						D. Placement							
B. Post Control						E. Approved By							
C. Classification						F. Approved By							
Remarks: 2 copies to Security. W44 DU attached													

SECRET

(When Filled In)

DD/P PERSONNEL DATA SHEET

NAME: SMITH, JOSEPH B. AGE: 16 JUN 1921 DATE: 3 FEB 1958

STATION: MANILA, R.P.
AND DUTIES: OPS OFF (PP)

DD/P UNIT: FE
REASSIGNMENT

PRIMARY CAREER
DESIGNATION: DP

PRESENT GRADE: GS-13

PRESENT T/O SLOT: BF-3369

PROPOSED GRADE: GS-13

NUMBER AND GRADE: GS-14

CIA TRAINING: ORIENT, BASIC & ADVANCED PSYCH.

WARFARE SEMINAR, F&S BRIEFING, BOC,
CPO, OC,

PROPOSED T/O SLOT: BFF-710
NUMBER AND GRADE: GS-14

EDUCATION: 1943 HARVARD, AB IN HISTORY; 1943-44 YALE, 36 SEM HRS IN FE
POLITICS; 1947-48 JOHNS HOPKINS, 6 SEM HRS GOVT; 1950 U OF PENN, MA IN
LANGUAGE PROFICIENCY: JAPANESE-LIMITED; GERMAN-LIMITED HISTORY

ASSESSED:

DATE:

TYPE OF POSITION:

RESULTS:

EXPERIENCE PRIOR TO CIA (excluding SSU-OSS):

1943-46 JAPANESE LANGUAGE SPECIALIST, US ARMY

1946-51 ASST PROFESSOR OF HISTORY, DICKINSON COLLEGE

SUMMARY OF CIA-SSU-OSS ASSIGNMENTS INCLUDING PREVIOUS GRADES AND DATES:

17 SEP 51 EOD, IO, GS-9, OPC/FE, PLANS BRANCH, WASHINGTON, D.C.
30 MAR 52 PROMOTION, OPS OFF, GS-11, OPC/FE, PLANS & OPS BR, WASH., D.C.
26 APR 53 PROMOTED TO GS-12
20 DEC 53 REASSIGNED AS IO, GS-12, DDP/FE, MALAYA STATION
1 APR 54 ARRIVED SINGAPORE, PCS
9 OCT 55 PROMOTION, OPS OFF (PP), GS-13, DDP/FE, SINGAPORE
13 JUL 56 RETURNED TO HEADQUARTERS, PCS
2 DEC 56 REASSIGNED AS AREA OPS OFF (CH), MALAYA & AUSTRALIA SEC, WASH.
1 APR 57 REASSIGNED AS ACTING DEPUTY CHIEF, FE/5
17 NOV 57 REASSIGNMENT, AREA OPS OFF (D CH), GS-13, DDP/FE, WASH., D.C.

RECOMMENDED BY:

CONCURRENCES:

ARTHUR P. FRIZZELL, CFE/3

RECOMMENDATION OF CAREER SERVICE BOARD:

Classify According
To Standard

REQUEST FOR PERSONNEL ACTION 24 Jul 68 1-57													
1. Serial No.		2. Name (Last-First-Middle)				3. Date of Birth		4. Fed. Post.		5. Sex		6. GS - EDD	
		SMITH, Joseph B.				Mo Da Yr		Code		N		Mo Da Yr	
						06 16 22		1					
7. SCD		8. CSC Retire		9. CSC Or Other Legal Authority		10. Appr. Authority		11. LCD		12. LCD		13. Yes - 1 Code	
Mo Da Yr		Yes - 1 Code				Mo Da Yr		Mo Da Yr		Mo Da Yr		No - 2 Code	
		No - 2											

PREVIOUS ASSIGNMENT

14. Organizational Designations				Code		15. Location of Official Station				Station Code	
DDP/FE Branch 5 Malaya and Australia Section Office of the Chief						Washington, D.C.					
16. Dept. Field		17. Position Title				18. Position No.		19. Serv.		20. Occup. Series	
Code		Area Ops Off (Ch)				303		GS		0136.01	
21. Grade & Step		22. Salary Or Rate		23. SD		24. Date of Grade		25. Pst. Code		26. Appropriation Number	
13 2		\$9205.00		DP		Mo Da Yr		Mo Da Yr		B-3700-20	

ACTION

27. Nature Of Action		Code		28. Eff. Date		29. Type Of Employee		Code		30. Separation Date	
Reassignment				Mo Da Yr		Regular					

PRESENT ASSIGNMENT

31. Organizational Designations				Code		32. Location of Official Station				Station Code	
DDP/FE Branch 5 Office of the Chief				5121		Washington, D.C.				75013	
33. Dept. Field		34. Position Title				35. Position No.		36. Serv.		37. Occup. Series	
Code		Area Ops Off (D Hr Ch)				319 10		GS		0136.01	
38. Grade & Step		39. Salary Or Rate		40. SD		41. Date of Grade		42. Pst. Code		43. Appropriation Number	
13 2		\$9205.00		DP		10/10/68		10/10/68		B-3700-20	

SOURCE OF REQUEST

A. Requested by (Name and Title)		C. Request Approved By (Signature and Title)	
Jimmie Jewberry, Chief, Personnel		[Signature]	
B. For Additional Information Call (Name & Telephone Ext.)		[Signature]	
Jimmie Jewberry x 2957		[Signature]	

CLEARANCES

Clearance	Signature	Date	Clearance	Signature	Date
A. Career Board			D. Placement	[Signature]	
B. Pos. Control	[Signature]	11/10/68	E. Approved By	[Signature]	6 NOV 68
C. Classification					

Remarks

1. [Signature]

SECRET

(When Filled In)

DD/P. PERSONNEL DATA SHEET

NAME: SMITH, JOSEPH B.

AGE: 16 JUNE 1921

DATE: 26 SEP 57

STATION WASHINGTON, D.C.

AND DUTIES: AREA OPS OFF
(D BR CH)

DD/P UNIT: FE
REASSIGNMENT

PRIMARY CAREER

DESIGNATION: DP

PRESENT GRADE: GS-13

PROPOSED GRADE: GS-13

CIA TRAINING: ORIENT, BASIC & ADVANCED PSYCH. WARFARE

SEMINAR, F&S BRIEFING, BOC, CPO, OC,

PRESENT T/O SLOT

NUMBER AND GRADE:

PROPOSED T/O SLOT

NUMBER AND GRADE:

BF-303

GS-13/14

BF-3369

GS-14

EDUCATION: AB IN HISTORY, 1943, HARVARD; 36 SEM HRS IN FE POLITICS,
1943-44, YALE; 6 SEM HRS GOV, 1947-48, JOHN HOPKINS; MA, HISTORY, U OF PENN
LANGUAGE PROFICIENCY: JAPANESE - LIMITED; 1950

ASSESSED:

DATE:

TYPE OF POSITION:

RESULTS:

EXPERIENCE PRIOR TO CIA (excluding SSU-OSS):

1943-46, JAPANESE LANGUAGE SPECIALIST, US ARMY

1946-51, ASST PROFESSOR OF HISTORY, DICKINSON COLLEGE

SUMMARY OF CIA-SSU-OSS ASSIGNMENTS INCLUDING PREVIOUS GRADES AND DATES:

17 SEP 51, EOD, 10, GS-9, OPC/FE, PLANS BRANCH, WASHINGTON, D. C.

30 MAR 52, PROMOTION, OPS OFF, GS-11, OPC/FE, PLANS & OPS BR., WASHINGTON

26 APR 53, PROMOTION TO GS-12

20 DEC 53, REASSIGNED AS 10, GS-12, DDP/FE, MALAYA STATION

1 APR 54, ARRIVED SINGAPORE, PCS

9 OCT 55, PROMOTION, OPS OFF (PP), GS-13, DDP/FE, SINGAPORE

13 JUL 56, RETURNED TO HEADQUARTERS, PCS

DEC 56, REASSIGNED AS AREA OPS OFF (CH), MALAYA & AUSTRALIA, SEC. WASH.

1 APR 57, REASSIGNED AS ACTING DEPUTY CHIEF, FE-5

RECOMMENDED BY:

CONCURRENCES:

Joseph W. Smith
JOSEPH W. SMITH, CFE/5

RECOMMENDATION OF CAREER SERVICE BOARD:

MAIL ROOM

John S. Smith

SECRET

This Notice Expires 3 October 1957

CLAUDESTINE SERVICES
NOTICE NO. 1-138

CSN NO. 1-138
ORGANIZATION
3 September 1957

PERSONNEL ANNOUNCEMENT

FE DIVISION

Announcement is made of the appointment, effective
3 September 1957, of Mr. Joseph W. Smith as Chief, FE/5, vice
Mr. Joseph B. Smith, Acting Chief. Mr. Joseph B. Smith has resumed
his position of Deputy Chief, FE/5.

FRANK G. WISNER
Deputy Director (Plans)

Released by:
Richard Helms
Chief of Operations

SECRET

SECRET

This Notice Expires 7 September 1957

CLANDESTINE SERVICES
NOTICE NO. 1-131

CSN NO. 1-131

ORGANIZATION
7 August 1957

PERSONNEL ANNOUNCEMENT

FE DIVISION

Announcement is made of the designation, effective 5 August 1957,
of Mr. Joseph B. Smith as Acting Chief, FE/5, vice Mr. Robert H. Linn,
reassigned.

FRANK G. WISNER
Deputy Director (Plans)

Released by:
Richard Helms
Chief of Operations

SECRET

FE/PT

S-R-C-R-E-T

This notice expires 15 May 1957

AMENDMENT TO

FE NOTICE NO. 1-46

ORGANIZATION

20 March 1957

PAR EAST DIVISION NOTICE

SUBJECT: Personnel Assignment

The designation of Mr. Joseph B. Smith as Acting Deputy Chief,

FE/5 is effective 1 April 1957.

Alfred C. Ullmer Jr.
ALFRED C. ULLMER, JR.
Chief, Par East Division

Distribution:

FE Staffs and Branches

SSA/DEG

RI

S-R-C-R-E-T

S-E-C-R-E-T

This Notice expires 15 May 1957

FE NOTICE NO. 1-46

ORGANIZATION
20 March 1957

PAR EAST DIVISION NOTICE

SUBJECT: Personnel Assignment

Effective 15 April 1957, Mr. Joseph B. Smith is designated Acting
Deputy Chief, FE/S, vice Mr. John E. MacGowan, reassigned.

Alfred C. Ulmer, Jr.
ALFRED C. ULMER, JR.
Chief, Far East Division

Distribution:
FE Staffs and Branches
SMA/DIG
RI

S-E-C-R-E-T

STANDARD FORM 52 PREPARED BY THE U. S. CIVIL SERVICE COMMISSION IN PART - FEDERAL PERSONNEL MANUAL, CHAPTER IV		UNVOUCHERED VOUCHERED	
REQUEST FOR PERSONNEL ACTION			
REQUESTING OFFICE: Fill in Items 1 through 12 and A through D except 6B and 7 unless otherwise instructed. If applicable, obtain resignation and fill in separation data on reverse.			
1. NAME (Mr., Miss, Mrs., One given name, initial(s), and surname)		2. DATE OF BIRTH	
Mr. Joseph B. Smith		16 Jan 1921	
3. REQUEST NO.		4. DATE OF REQUEST	
		14 Nov. 56	
5. NATURE OF ACTION REQUESTED: A. PERSONNEL (Specify whether appointment, promotion, separation, etc.)		6. EFFECTIVE DATE A. PROPOSED:	
Reassignment			
B. POSITION (Specify whether establish, change grade or title, etc.)		7. C. S. OR OTHER LEGAL AUTHORITY	
FROM: Ops Officer (PP) BFF-923		TO: Area Ops Officer (Ch) BF-301-13	
OS-0136.31-13 \$8990.00 P/A		OS-0136.01-13 \$8990.00 P/A	
DDP/FE Branch 5 Malaya Singapore Station Singapore		DDP/FE Branch 5 Malaya & Australia Section Office of the Chief Washington, D.C.	
8. POSITION TITLE AND NUMBER		9. SERVICE GRADE AND SALARY	
10. ORGANIZATIONAL DESIGNATIONS		11. HEADQUARTERS	
12. FIELD OR DEPARTMENTAL		13. FIELD OR DEPARTMENTAL	
<input checked="" type="checkbox"/> FIELD <input type="checkbox"/> DEPARTMENTAL		<input type="checkbox"/> FIELD <input checked="" type="checkbox"/> DEPARTMENTAL	
14. REMARKS (Use reverse if necessary) TRANSFER OF FUNDS UNVOUCHERED TO VOUCHERED WITH ATTACHED 2 copies to Security			
15. REQUESTED BY (Name and title)		16. REQUEST APPROVED BY	
Harry P. Gilbert, FE Personnel Officer		Approved by NOV 20 1956 [Signature]	
17. FOR ADDITIONAL INFORMATION CALL (Name and telephone extension)		18. SIGNATURE	
Dorothy Tweedie x1697		[Signature]	
19. VETERAN PREFERENCE		20. POSITION CLASSIFICATION ACTION	
NONE <input type="checkbox"/> DISAB. <input type="checkbox"/> OTHER <input type="checkbox"/> SPT. <input type="checkbox"/> 10 POINT <input type="checkbox"/> DISAB. <input type="checkbox"/> OTHER <input type="checkbox"/>		NEW <input type="checkbox"/> VICE <input type="checkbox"/> I. A. <input type="checkbox"/> REAL <input type="checkbox"/>	
21. APPROPRIATION		22. DATE OF APPOINTMENT AFFIDAVITS (SUCCESSORS ONLY)	
FROM 7-3745-55-012 TO 7-3700-20		13. LEGAL RESIDENCE <input type="checkbox"/> CLAIMED <input type="checkbox"/> PROVED STATE	
23. STANDARD FORM 50 REMARKS			
[Handwritten notes and stamps in this section]			
24. CLEARANCES		25. INITIAL OR SIGNATURE	
A		[Signature]	
B. CEIL OR POS. CONTROL		[Signature]	
C. CLASSIFICATION		[Signature]	
D. PLACEMENT OR CHPL		[Signature]	
E		[Signature]	
F. APPROVED BY		[Signature]	

SECRET

DD/P PERSONNEL DATA SHEET

NAME: Joseph B. SMITH

AGE: 35

DATE: 14 Sept 56

STATION: Washington, D.C.

AND DUTIES: Area Ops. Off. (Ch.) DD/P UNIT: FE

PRIMARY CAREER

DESIGNATION: SD:DP

PRESENT GRADE: GS-13

PROPOSED GRADE: GS-13

PRESENT T/O SLOT BFF-923

NUMBER AND GRADE GS-13

CIA TRAINING: Orient. 2-5 Oct 51; Basic Psych. Warfare

Seminar - May 52; Advanced Basic Psych Warfare Seminar-

November 52.

PROPOSED T/O SLOT: BF-303

NUMBER AND GRADE: GS-13/14

EDUCATION: 1940-43 - A.B. Harvard University - History, Govt., Economics

1943-44 - Yale, Far East Japanese, Certificate

January 1950 - U. of Pennsylvania, History - M.A.

LANGUAGE PROFICIENCY: Japanese, German

ASSESSED:

DATE:

TYPE OF POSITION:

RESULTS:

EXPERIENCE PRIOR TO CIA (excluding SSU-OSS):

1943-1946 - U.S. Army, Cpl., MIS Japanese Language Specialist

1946-1951 - Asst. Professor of History, Dickinson College, Pennsylvania

SUMMARY OF CIA-SSU-OSS ASSIGNMENTS INCLUDING PREVIOUS GRADES AND DATES:

17 Sept 1951 - Excepted appointment, GS-9, OPC/FE/Plans Br., Washington, D.C.

30 Mar 52 - Promotion and reassign., Ops. Off., GS-11, OPC/FE/Plans & Ops Br., Psych Warfare Unit, Wash. D.C.

26 Apr 1953 - Promotion, Ops. Officer GS-12, DDP/FE/Political & Psych Warfare Sec. Wash. D.C.

20 Dec. 1953 - Reass., Intelligence Officer, GS-12, FE/Malaya Station Singapore Malaya - Arrived O/S 1 April 1954)

28 Feb. 1954 - Reass., Ops. Officer PP - GS-12, FE/Branch 5, Singapore, Malaya, - (9 October 1955 - Promotion to GS-13) to Present. Returned to Hqs. July 1956.

RECOMMEND BY:

CONCURRENCES:

RECOMMENDATION OF CAREER SERVICE BOARD:

Subject Prom., GS-13, 9 October 1955
Rank In Grade - 61st of 95

Approved 14 20 1956

M. J. Collins
Under Secretary

SECRET

STANDARD FORM 52
PREVIOUS EDITIONS BY THE
U. S. CIVIL SERVICE COMMISSION
REPLACED BY - FEDERAL PERSONNEL
MANUAL CHAPTER 51

SECRET

UNVOUCHERED

REQUEST FOR PERSONNEL ACTION

REQUESTING OFFICE: Fill in items 1 through 12 and A through D except 6B and 7 unless otherwise instructed.
If applicable, obtain resignation and 6B in separation data on reverse.

1. NAME (Mr., Miss, Mrs. - One given name, initial(s), and surname) Mr. Joseph B. Smith	2. DATE OF BIRTH 16 June 1921	3. REQUEST NO.	4. DATE OF REQUEST 30 Aug. 56
5. NATURE OF ACTION REQUESTED: A. PERSONNEL (Specify whether appointment, promotion, separation, etc.) Conversion from FSS Status		6. EFFECTIVE DATE A. PROPOSED: C.O.B. 25 Aug. 1956 B. APPROVED:	7. C.S. OR OTHER LEGAL AUTHORITY
8. POSITION (Specify whether establish, change grade or title, etc.)			

FROM - Ops Officer (PP) BFF-923 Info. Officer GS-0136, 11-13 \$8990.00 P/A FSS-5 \$8015.00 P/A DDP/FE Branch 5 Singapore Station Singapore	9. POSITION TITLE AND NUMBER A. SERVICE, GRADE, AND SALARY B. ORGANIZATIONAL DESIGNATIONS C. HEADQUARTERS	TO - Ops Officer (PP) BFF-923 GS-0136, 11-13 \$8990.00 P/A DDP/FE Branch 5 Singapore Station Singapore
<input checked="" type="checkbox"/> FIELD <input type="checkbox"/> DEPARTMENTAL	<input checked="" type="checkbox"/> FIELD <input type="checkbox"/> DEPARTMENTAL	<input checked="" type="checkbox"/> FIELD <input type="checkbox"/> DEPARTMENTAL

10. REMARKS (Use reverse if necessary)	
11. REQUESTED BY Dorothy Tweedie, Officer	
12. FOR ADDITIONAL INFORMATION CALL (Name and telephone extension) Dorothy Tweedie x4697	

13. VETERAN PREFERENCE NONE <input type="checkbox"/> WWII <input type="checkbox"/> OTHER <input type="checkbox"/> 19 MONTH SALARY <input type="checkbox"/> OTHER <input checked="" type="checkbox"/>		14. POSITION CLASSIFICATION ACTION NEW <input type="checkbox"/> AND <input type="checkbox"/> U.S. SEAL	
15. SEX M	16. APPROPRIATION FROM 7-3745-55-042 TO: Same	17. SUBJECT TO C.S. RETIREMENT ACT (YES-NO) Yes	18. DATE OF APPOINTMENT AFFIDAVIT (ACCESSORY ONLY) 19. LEGAL RESIDENCE <input type="checkbox"/> CLAIMED <input checked="" type="checkbox"/> PROVED STATE: Ill.

20. STANDARD FORM 50 REMARKS	
21. CLEARANCES A. <input type="checkbox"/> B. <input type="checkbox"/> C. <input type="checkbox"/> D. <input type="checkbox"/> E. <input type="checkbox"/>	

22. CLEARANCES	INITIAL OR SIGNATURE	DATE	REMARKS
A.			
B. CIVIL OR POS. CONTROL	WLN	3/1/56	
C. CLASSIFICATION			
D. PLACEMENT OR EMP.	John	3/1/56	
E.			
F. APPROVED BY Robert A. Smith by J. C. Carwell 31 Aug '56			

SECRET

STANDARD FORM 52 PREPARED BY THE U. S. GOVERNMENT PRINTING OFFICE WASHINGTON, D. C. 20540 GSA GEN. REG. NO. 27 MAY 1962 EDITION GSA GEN. REG. NO. 27		UNVOUCHERED	
REQUEST FOR PERSONNEL ACTION			
REQUESTING OFFICE: Fill in Items 1 through 12 and A through D except 6B and 7 unless otherwise instructed. If applicable, obtain resignation and fill in separation data on reverse.			
1. NAME (Mr - Miss - Mrs. - One given name, initial(s), and surname) Mr. Joseph B. Smith		2. DATE OF BIRTH 16 June 1921	3. REQUEST NO.
4. NATURE OF ACTION REQUESTED: A. PERSONNEL (Specify whether appointment, promotion, separation, etc.) Promotion		5. EFFECTIVE DATE A. PROPOSED:	6. DATE OF REQUEST 5 Aug. 55
B. POSITION (Specify whether establish, change grade or title, etc.)		7. C-1 OR OTHER LEGAL AUTHORITY	
8. FROM: Ops Officer (PP) BFF-923-12 GS-0136.31-12 \$7400.00 P/A 7155 DDP/FE Branch 5 Singapore Station Singapore, Malaya		9. POSITION TITLE AND NUMBER	10. TO: Ops Officer (PP) BFF-923-12 GS-0136.31-13 \$8990.00 P/A DDP/FE Branch 5 Singapore Station Singapore, Malaya
11. SERVICE, GRADE, AND SALARY		12. ORGANIZATIONAL DELEGATIONS	
13. HEADQUARTERS		14. FIELD OR DEPARTMENTAL	
15. REMARKS (Use reverse if necessary)		16. FIELD OR DEPARTMENTAL	
Pers. Data Sheet, Recommendation, Job Description and Fitness Report Attached.			
17. REQUEST APPROVED BY Henry P. Gilbert, FE Personnel Officer		18. REQUEST APPROVED BY Signature: _____ Title: _____	
19. FOR ADDITIONAL INFORMATION CALL: (Name and telephone extension) Dorothy Tweedie x3780		20. POSITION CLASSIFICATION ACTION NEW VICE I.A. REAL	
21. VETERAN PREFERENCE NONE WWI OTHER 1-17 18 "CONF" DISAB OTHER		22. LEGAL RESIDENCE STATE: _____	
23. SEX (M) (W) M		24. DATE OF APPOINTMENT MENT AFFIDAVIT (ACCESSION ONLY)	
25. APPROPRIATION FROM: 6-3745--55-042 TO: Same		26. SUBJECT TO C.S. RETIREMENT ACT (YES-NO) Yes	
27. STANDARD FORM 50-REMARKS <div style="text-align: right;">Approved SEP 13 1955 <i>Swright M. Collins</i> PO/Personnel Services</div>			
28. CLEARANCES	INITIAL OR SIGNATURE	DATE	REMARKS
A.			
B. CEIL OR FOS CONTROL			
C. CLASSIFICATION			
D. PLACEMENT OR EXPL.			
E.			
F. APPROVED BY <i>Robert E. ...</i> per: <i>E. Bias, Jr.</i> 20 Sept 55			

SECRET

SECRET

DD/P

PERSONNEL DATA SHEET

NAME: Joseph B. SMITH

AGE: 34

DATE: 9 September 1955

STATION Singapore, Malaya
AND DUTIES: Ops OfficerPRIMARY CAREER
DD/P UNIT: FE DESIGNATION: PP

PRESENT GRADE: GS-12

PRESENT T/O SLOT BFF-923

PROPOSED GRADE: GS-13

NUMBER AND GRADE: GS-12/13

CIA TRAINING: Orientation 2-5 Oct 51

Basic Psychological Warfare Seminar - May 52

PROPOSED T/O SLOT BFF-923

Advanced " " " " - Nov 52

NUMBER AND GRADE: GS-12/13

EDUCATION: 1940 - 1943, A.B. Harvard U, History, Government, Economics
1943 - 1944, Yale, Far East Japanese, Certificate
January 1950, A.M., U of Pennsylvania, History

LANGUAGE PROFICIENCY: Japanese, German

ASSESSED:

DATE:

TYPE OF POSITION:

RESULTS:

EXPERIENCE PRIOR TO CIA (excluding SSU-OSS):

1943 - 1946, U.S. Army, Cpl, MIS Japanese language specialist

1946 - 1951, Ass't Professor of History, Eickenson College, Pennsylvania

SUMMARY OF CIA-SSU-OSS ASSIGNMENTS INCLUDING PREVIOUS GRADES AND DATES:

17 Sep 51 - Excepted appointment, GS-9, OPC/FE/Plans Branch, Washington, D.C.

30 Mar 52 - Prom & Reass., Ops Officer, GS-11, OPC/FE/Plans & Operations Branch
Psychological Warfare Unit, Washington, D.C.26 Apr 53 - Prom, Ops Officer, GS-12, UDP/FE/Political and Psychological Warfare
Section, Washington, D.C.20 Dec 53 - Reass., Intelligence Officer, GS-12, FE/Malaya Station Singapore,
Malaya (arrived 1 April 1954)

28 Feb 54 - Reass., Ops Officer (PP), GS-12, FE/Branch 5, Singapore, Malaya

RECOMMENDED BY:

V. O. Goodell
Chief, FE/5

CONCURRENCES:

RECOMMENDATION OF CAREER SERVICE BOARD:

Subject promoted GS-12,
26 April 1955

26 55 11 01 VII.22

OFFICE OF PERSONNEL

SECRET

SECRET

MEMORANDUM FOR: FE/Personnel

FROM : Chief, FE/5

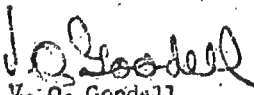
SUBJECT : Promotion of Joseph B. Smith

1. Mr. Joseph Smith holds the position of senior KUCAGE officer in the Singapore/Malaya Mission. In this capacity Mr. Smith has conducted liaison with Smyopia on KUCAGE matters pertaining to his area and has assisted with KUCAGE liason for all of Southeast Asia.

2. The position that Mr. Smith occupies calls for a considerable degree of initiative, diplomacy and resourcefulness. Mr. Smith has demonstrated that he possesses these qualities having displayed sound judgement in dealing with a service where many policy problems have to be met and solved. In addition, as will be noted from the attached recommendation from the field, the Chief of Station has delegated to Mr. Smith most of the responsibility for the conduct of the KUCAGE program at the station. An integral part of this program has been the development of very useful independent KUBARK/KUCAGE operations by Mr. Smith.

3. Attached is a job description for Mr. Smith which illustrates in more detail the special requirements necessary for the position which he has so ably filled since April 1st of 1954.

4. Mr. Smith is recommended for promotion to GS-13.


V. O. Goodall
Chief, FE/5

SECRET

STANDARD FORM 52
PROPERTY OF THE
U. S. GOVERNMENT
JANUARY 1954 EDITION, REVISIONS
SERIAL, CHAPTER 2

REQUEST FOR PERSONNEL ACTION

SECRET

UNVOUCHERED

REQUESTING OFFICE: Fill in Items 1 through 12 and A through D except 6B and 7 unless otherwise instructed.
If applicable, obtain resignation and fill in separation data on reverse.

1. NAME (Mr.—Miss—Mrs.—One given name, initial(s), and surname) Mr. Joseph B. SMITH	2. DATE OF BIRTH 16 June 1921	3. REQUEST NO.	4. DATE OF REQUEST 17 Aug 53
5. NATURE OF ACTION REQUESTED: A. POST/STILL (Specify whether appointment, promotion, separation, etc.) Reassignment		6. EFFECTIVE DATE A. PROPOSED:	7. C.S. OR OTHER LEGAL AUTHORITY
8. POSITION (Specify whether establish, change grade or title, etc.)		B. APPROVED:	

9. FROM Operations Officer (PW) 3P-93 GS-12-12 \$7040.00 p/a DDP/FE Political & Psychological Warfare Political & Psychological Warfare Sect. Washington, D. C.	10. TO Intelligence Officer (PW) S-5-12 GS-12 \$7040.00 p/a DDP/FE Malaya Station Singapore, Malaya
11. POSITION TITLE AND NUMBER	12. SERVICE GRADE AND SALARY
13. ORGANIZATIONAL DESIGNATIONS	14. HEADQUARTERS
15. FIELD OR DEPARTMENTAL	16. FIELD OR DEPARTMENTAL

A. REMARKS (Use reverse if necessary)

Slot #5 (GS-13 slot)

Transfer TO Unvouchered Funds FROM Vouchered Funds

B. REQUESTED BY (Name and title) Clarence E. Witt, W Personnel Officer	D. REQUEST APPROVED BY Signature: _____ Title: _____
C. FOR IDENTIFICATION INFORMATION CALL (Name and telephone extension) Alma Weiss, extension 3457	
13. VETERAN PREFERENCE NONE <input type="checkbox"/> WAR <input type="checkbox"/> OTHER <input type="checkbox"/> 14. POSITION CLASSIFICATION ACTION NEW <input type="checkbox"/> VICE <input type="checkbox"/> I.A. <input type="checkbox"/> REAL <input type="checkbox"/>	15. DATE OF APPOINTMENT OFFICIALS ONLY
16. SUBJECT TO C. S. RETIREMENT ACT (YES-NO)	17. LEGAL RESIDENCE <input type="checkbox"/> CLAIMED <input type="checkbox"/> PROVED STATE: _____

21. STANDARD FORM 52 REMARKS

22. CLEARANCES	INITIAL OR SIGNATURE	DATE	REMARKS
A.			
B. CTR. OR POC CONTROL			
C. CLASSIFICATION			
D. PLACEMENT OR EMPL.			
E.			

F. APPROVED BY

SECRET

Security Information

~~SECRET~~
Security Information

PP Career Service Officer

1 Sept 1953

Chief, FE

Transfer of Joseph B. Smith

1. Request for transfer of subject from the FE Division PP Staff T/O to the T/O of FE Branch 5 in order that he may be assigned as Senior PP Officer in Singapore was made 17 August 1953. The Branch was notified that no action would be taken until indication was given regarding Subject's fulfillment of training requirements.

2. Subject has satisfied Phase I by virtue of his 2 years' experience. He will undertake to complete his training beginning 5 October 1953 on which date he has been enrolled in the Phase II Course.

GEORGE E. AURELL

FE-5/JSmith:grc

Distribution:

- 2 - PP Career Serv. Officer
- 2 - FE/5

Note: Request for reassignment approval was received by PP/CSO on 24 August 1953. FE Division was notified of training requirements on 25 August 1953. This memorandum was received on 3 September and forwarded to PDC on 4 September 1953.

Edwin A. Willard
EDWIN A. WILLARD
PP/CS

~~SECRET~~
Security Information

SECRET
SECURITY INFORMATION

STANDARD FORM 52
FORM 52-1 (Rev. 1-53)
U. S. GOVERNMENT PRINTING OFFICE
WASHINGTON, D. C. 20540

REQUEST FOR PERSONNEL ACTION

VOLUNTEERED FUNDS

REQUESTING OFFICE: Fill in items 1 through 12 and A through D except 6B and 7 unless otherwise instructed. If applicable, obtain resignation and fill in separation data on reverse.

1. NAME (Mr.—Miss—Mrs.—One given name, initial(s), and surname) Joseph B. SMITH	2. DATE OF BIRTH	3. REQUEST NO.	4. DATE OF REQUEST 27 Mar 53
5. NATURE OF ACTION REQUESTED: A. PERSONNEL (Specify whether appointment, promotion, separation, etc.) Promotion		6. EFFECTIVE DATE A. PROPOSED:	7. C. S. OR OTHER LEGAL AUTHORITY
8. POSITION (Specify whether establish, change grade or title, etc.)		B. APPROVED: <i>[Signature]</i>	

FROM— Operations Officer (PW) EF-93-11	TO— Operations Officer (PW) EF-93
GS-132-11 \$5940.00 p/a	GS-132-12 \$7040.00 p/a
DDP/FE	DDP/FE
Political & Psychological Warfare Staff	SAME
Political & Psychological Warfare	SAME
Section	
Washington, D.C.	
<input type="checkbox"/> FIELD <input checked="" type="checkbox"/> DEPARTMENTAL	<input type="checkbox"/> FIELD <input checked="" type="checkbox"/> DEPARTMENTAL

A. REMARKS (Use reverse if necessary)

Position description is attached.

B. REQUESTED BY (Name and title) Kathryn J. Rex, Personnel Officer		C. REQUEST APPROVED BY <i>[Signature]</i>	
D. FOR ADDITIONAL INFORMATION CALL (Name and telephone extension) Mary Lee Mitchell 2887 - 2314		E. SIGNATURE <i>[Signature]</i>	
F. TITLE Personnel Officer			
13. VETERAN PREFERENCE		14. POSITION CLASSIFICATION ACTION	
NONE <input type="checkbox"/> WHEN <input type="checkbox"/> OTHER <input type="checkbox"/> S.P.T. <input type="checkbox"/> DEAD <input type="checkbox"/> OTHER <input type="checkbox"/>		SEN <input type="checkbox"/> VICE <input type="checkbox"/> I. A. <input type="checkbox"/> REAL <input type="checkbox"/>	
15. SEX <input type="checkbox"/> M <input type="checkbox"/> F	16. RACE <input type="checkbox"/> W <input type="checkbox"/> O	17. APPROPRIATION FROM: 3700-20 TO: EF-93	18. SUBJECT TO C. S. RETIREMENT ACT (YES—NO)
19. DATE OF APPOINTMENT AFFIDAVITS (ACCESSIONS ONLY)		20. LEGAL RESIDENCE <input type="checkbox"/> CLAIMED <input type="checkbox"/> PROVED STATE:	

21. STANDARD FORM 52 REMARKS

22. CLEARANCES	INITIAL OR SIGNATURE	DATE	REMARKS
A.			
B. CEIL OR POS. CONTROL			
C. CLASSIFICATION			
D. PLACEMENT OR EMP.	<i>[Signature]</i>	11/10/52	
E.			

F. APPROVED BY *[Signature]* **13 Apr 53** **SECRET**

CONFIDENTIAL

PERSONNEL ACTION REQUEST				REGISTER NO.	
NAME SMITH, Joseph Burkholder			REQUESTED EFFECTIVE DATE 30 Mar.		
NATURE OF ACTION Reassignment Promotion			WHEN LEAVING (VOUCHERED) LAST WORKING DAY: EMPLOYEE'S SIGNATURE:		
FROM			TO		
TITLE Intelligence Officer			Ch Intelligence Officer		
GRADE AND SALARY GS-9 \$3060.00 p/a			GS-11 \$5940.00 p/a		
OFFICE OPC			OPC		
DIVISION FE			FE		
BRANCH AND SECTION Plans Branch Slot 521			Plans and Operations Br. Psychological Warfare Unit		
OFFICIAL STATION Washington D. C.			Washington, D. C.		
DEPARTMENTAL <input checked="" type="checkbox"/> FIELD <input type="checkbox"/>			DEPARTMENTAL <input checked="" type="checkbox"/> FIELD <input type="checkbox"/>		
REMARKS: (Slot 521) JK <div style="text-align: right;"># 1389</div> <div style="text-align: right;">132</div>					
RECOMMENDED: 11 February 1952 (DATE) <div style="text-align: right;">George L. Smith <small>(SIGNATURE OF CHIEF, PERSONNEL UNIT OR HON. ASST.)</small></div>					
FOR USE OF PERSONNEL ONLY					
PLACEMENT:			TRANSACTIONS AND RECORDS		
DATE QUALIFICATIONS APPROVED 10/2/52			APPROPRIATION: 2123700		
CLEARANCE REQUESTED			RECEIVED:		
DATE	TYPE	DATE	TYPE	C. & C. AUTHORITY: Sch. A -	
DATE	SIGNATURE		DATE	SIGNATURE	
DATE	SIGNATURE		DATE	SIGNATURE	
CLASSIFICATION			PERSONNEL RELATIONS		
BUREAU NO.	C. & C. NO.	DATE APPROVED	DATE	SIGNATURE	
6746		8-13-52			
FOUO	NCA	LA	DATE	SIGNATURE	
		<input checked="" type="checkbox"/>			
DATE	SIGNATURE		DATE	SIGNATURE	
3/13/52	W.B. Eildert		MAP	D. Mulealey	
EFFECTIVE DATE			SIGNATURE OF SENIOR CHIEF		

FORM NO. 37-3
REV. 1950

CONFIDENTIAL

PERSONNEL ACTION REQUEST				REGISTER NO.	
NAME SMITH, Joseph D.			REQUESTED EFFECTIVE DATE 17 Sept 51		
NATURE OF ACTION Appointment			WHEN LEAVING (VOUCHERED) LAST WORKING DAY: EMPLOYEE'S SIGNATURE:		
FROM			TO		
TITLE			Intelligence Officer		
GRADE AND SALARY			GS-9, \$4600 p/a		
OFFICE S.C. 29 Aug. 51			OPC		
DIVISION			FE		
BRANCH AND SECTION			Plans Branch		
OFFICIAL STATION			Washington, D. C.		
DEPARTMENTAL <input type="checkbox"/> FIELD <input type="checkbox"/>			DEPARTMENTAL <input checked="" type="checkbox"/> FIELD <input type="checkbox"/>		
REMARKS: C #1314 8-24 71302 # 8003 132					
RECOMMENDED: 12 June 1951 RICHARD G. STILWELL, Chief FE Division					
FOR USE OF PERSONNEL ONLY					
PLACEMENT DATE QUALIFICATIONS APPROVED 12 June 1951			TRANSACTIONS AND RECORDS APPROPRIATION: 2125700 ALLOTMENT: 2017 C. S. C. AUTHORITY: Sub. D. E. (C. C. C.)		
CLEARANCE REQUIRED DATE TYPE		CLEARANCE APPROVED DATE TYPE		DATE SIGNATURE 7-19-51	
DATE SIGNATURE		DATE SIGNATURE		PERSONNEL ACTIONS DATE SIGNATURE	
CLASSIFICATION NUTRAN NO. 2974 C. S. C. NO. 3051 DATE APPROVED 6/21/49		DATE SIGNATURE		APPROVALS DATE SIGNATURE	
DATE SIGNATURE 6/26/51		DATE SIGNATURE		SIGNATURE OF DIVISION CHIEF St. Munkatig	

CONFIDENTIAL

REPORT ON INTERVIEW

28 May 1951

1950

Name of Candidate Joseph B. SmithPosition Considered for: I.O. Office FL-3 Interviewer D.R. SmithPersonal
Appearance

Dignified.....	Natural.....	Awkward....
Well-groomed... <input checked="" type="checkbox"/>	Clean..... <input checked="" type="checkbox"/>	Slovenly... <input type="checkbox"/>
Wide-Awake.... <input checked="" type="checkbox"/>	Stolid..... <input type="checkbox"/>	Apathetic... <input type="checkbox"/>
Expressive.....	Ordinary.... <input type="checkbox"/>	Insignificant <input type="checkbox"/>

Personality

Persuasive....	Responsive.. <input checked="" type="checkbox"/>	Tactless....
Imperturbable..	Steady..... <input checked="" type="checkbox"/>	Excitable... <input type="checkbox"/>
Cheerful.....	Tranquil....	Defected....
Straight-forward <input checked="" type="checkbox"/>	Reserved....	Evasive.....
Modest..... <input checked="" type="checkbox"/>	Complacent..	Conceited... <input type="checkbox"/>
Dominant.....	Confident... <input checked="" type="checkbox"/>	Submissive..

Is diction adequate? Yes (X) No () Is language facility adequate? Yes (X) No ()

Area Knowledge Extensive studies of Japan-Korea Area but no travel in areaPrevious intelligence or related experience MIS Language SchoolSalary level requested \$ 5000 p/a Lowest salary acceptable \$ 5000 p/a

General Recommendations:

1. Candidate is not recommended for employment. Remarks: Too passive for ASAC operations, does not wish to go overseas for some time
2. Candidate is recommended for employment. Justification: _____

Specific Recommendation for employment:

Position: _____ Branch: _____ Division: _____

Location: _____

Salary level: _____

Recommendation as to potential of candidate to the organization in other than the position presently under consideration: _____

(Enter any additional remarks or comments)

CONFIDENTIAL

CONFIDENTIAL
REPORT OF INTERVIEW

May 28 1954

Name of Candidate Smith, Earl B.

Position Considered for _____ Office _____

Interviewer Se

Personal

Appearance

Dignified.....	Natural.....	Awkward....
Well-groomed..	Clean.....	Slovenly...
Wide-Awake....	Stolid.....	Apathetic..
Expressive....	Ordinary....	Insignificant

Personality

Persuasive....	Responsive..	Traiturn....
Imperturbable..	Steady.....	Unsetttable...
Cheerful.....	Troubled....	Defected....
Straight-forward	Reserved....	Impulsive....
Modest.....	Complacent..	Conceited...
Dominant.....	Confident...	Submissive...

Is education adequate? Yes (✓) No () Is language facility adequate? Yes (✓) No ()

Area Knowledge Study For Est

Previous intelligence or related experience Tapman Long School

Salary level requested \$65.9 Lowest salary acceptable \$5000.00

General Recommendations:

1. Candidate is not recommended for employment. Describe: _____
2. Candidate is recommended for employment. Justification: He is a potential for future development - good future background

Specific Recommendation for employment:

Position: _____ Branch: _____ Division: _____

Location: _____

Salary level: _____

Recommendation as to potential value of candidate to the organization in other than the position immediately under consideration: _____

(Enter any additional remarks on reverse side.)

Se
Signature of interviewer

CONFIDENTIAL

Let - broad of most ...

off - out at the time when I was ...
the ... of
about ... of ...

Available ...

MILITARY STATUS QUESTIONNAIRE

THIS DATE

NAME (PRINT) (Last) (Middle) (First) BIRTH DATE (Day) (Month) (Year)
Smith, Burkholder, Joseph 16 June 1921
 SEX MALE ☒ FEMALE ☐ RACE white CODE MARITAL STATUS ☐ (1) SINGLE ☒ (2) MARRIED ☐ (3) WIDOWED ☐ (4) DIVORCED ☐ (5) SEPARATED ☐

NO. OF DEPENDENTS AGENCY ASSIGNMENT
 (INCLUDE WIFE) OFFICE DIVISION CODE
2 POSITION OR TITLE GRADE CODE

PRESENT DRAFT STATUS

(1) HAVE YOU REGISTERED FOR DRAFT? (2) YES ☐ (3) NO ☒

(4) IF YES, CHECK YOUR PRESENT DRAFT CLASSIFICATION BELOW

- | | |
|--|--|
| <input type="checkbox"/> 1A AVAILABLE FOR MILITARY SERVICE, AGES 18-26 | <input type="checkbox"/> 4B OFFICIAL DEFERRED BY LAW. |
| <input type="checkbox"/> 1AO CONSCIENTIOUS OBJECTOR, BUT AVAILABLE FOR NON-COMBATANT DUTY. | <input type="checkbox"/> 4C ALIEN. |
| <input type="checkbox"/> 1C MEMBER OF ANY ACTIVE BRANCH OF MILITARY SERVICE, MUST BE ON FULL DUTY. | <input type="checkbox"/> 4D MINISTER OF RELIGION OR DIVINITY STUDENT. |
| <input type="checkbox"/> 1D MEMBER OF ANY RESERVE COMPONENT OF MILITARY SERVICE, CANNOT BE CALLED BY DRAFT BOARDS, CALLED ONLY BY MILITARY SERVICE CONCERNED. | <input type="checkbox"/> 4E CONSCIENTIOUS OBJECTOR - OPPOSED TO BOTH COMBATANT AND NON-COMBATANT SERVICE. |
| <input type="checkbox"/> 2A DEFERRED ON ACCOUNT OF OCCUPATION. | <input type="checkbox"/> 4F PHYSICALLY OR OTHERWISE UNSUIT FOR SERVICE. |
| <input type="checkbox"/> 2C DEFERRED FOR AGRICULTURAL OCCUPATION. | <input type="checkbox"/> 5A MAN WHO HAS ATTAINED TWENTY-SIXTH BIRTHDAY, NOT LIABLE TO INDUCTION UNDER PRESENT ACT. |
| <input type="checkbox"/> 3A MAN HAS DEPENDENTS. | |
| <input type="checkbox"/> 4A REGISTRANT WHO HAS COMPLETED SUFFICIENT SERVICE IN WORLD WAR II TO BE CLASSIFIED AS A VETERAN (NINETY DAYS SERVICE DURING FIGHTING WAR OR ONE YEAR AFTER V-J DAY), SOLE SURVIVING SON IN FAMILY. IF A FAMILY HAD TWO SONS IN A WAR AND ONE HAS KILLED, THE SOLE SURVIVING SON COME IN THIS CATEGORY. | |

LOCAL DRAFT BOARD	
NAME	NO.
ADDRESS (Street and No.)	

The remainder of this form will be filled out only by personnel who have performed duty in any of the U.S. Armed Services, Merchant Marine or any foreign military organization.

SERVICE RECORD

1. CHECK ORGANIZATIONS IN WHICH YOU HAVE SERVED:

- | | | |
|--|--|--|
| (1) ARMY <input checked="" type="checkbox"/> | (4) AIR FORCE <input type="checkbox"/> | (7) NATIONAL GUARD <input type="checkbox"/> |
| (2) NAVY <input type="checkbox"/> | (5) COAST GUARD <input type="checkbox"/> | (8) FOREIGN MILITARY ORGANIZATION <input type="checkbox"/> |
| (3) MARINE CORPS <input type="checkbox"/> | (6) MERCHANT MARINE <input type="checkbox"/> | |

2. LENGTH OF ACTIVE DUTY IN THE U.S. ARMED SERVICES (INCLUDING TRAINING TOURS)

	YEARS	MONTHS
(1) WORLD WAR I AND ALL PRIOR DUTY		
(2) BETWEEN WORLD WAR I AND WORLD WAR II		
(3) WORLD WAR II	2	11
(4) SINCE WORLD WAR II		
ACTIVE DUTY TO DATE (TOTAL)	2	11

3. FURNISH THE FOLLOWING DATA AS TO YOUR COMMISSIONED OR ENLISTMENT STATUS UPON SEPARATION:

(1) COMMISSIONED ☐ OR (2) ENLISTED ☒

NAME OF SERVICE	RANK, GRADE OR RATING	ARM, BRANCH OR CORPS	LAST SERIAL, SERVICE OR FILE NO.
ARMY	T/S grade	HTS	11 081 132

DO NOT WRITE IN SPACES BELOW

4. CHECK TYPE OF SEPARATION:

- (1) ☐ RETIREMENT FOR AGE
 (2) ☐ RETIREMENT FOR SERVICE
 (3) ☐ RETIREMENT FOR COMBAT DISABILITY
 (4) ☐ RETIREMENT FOR OTHER PHYSICAL DISABILITY
 (5) ☒ SEPARATED (POINTS, CATEGORY, ETC.) **length of service category**
 (6) ☐ RELEASE ESSENTIAL TO NATIONAL HEALTH, SAFETY OR INTEREST
 (7) ☐ RELEASE BECAUSE OF UNDUABLE HARDSHIPS

5. IF YOUR PRESENT STATUS DIFFERS IN ANY RESPECT FROM THAT STATED IN 3 ABOVE, INDICATE CHANGE ONLY AND DATE OF CHANGE:

	DATE	CODES
COMMISSIONED		
SERVICE		
ARM, BRANCH OR CORPS		
RANK, GRADE OR RATING		
SERVICE, SERIAL OR FILE NO.		

6. ARE YOU NOW IN THE NATIONAL GUARD? (1) YES ☐ (2) NO ☒

(a) IF YES, WHAT UNIT?

(b) DID YOU ENTER FEDERAL ARMED FORCES THROUGH NATIONAL GUARD? (1) YES ☐ (2) NO ☒

7. DO YOU HAVE RESERVE STATUS? (1) YES-INACTIVE ☐ (2) YES-ACTIVE ☐ (3) NO ☒

(a) ARE YOU ASSIGNED TO AN AGENCY UNIT? (1) YES ☐ (2) NO ☒

(b) IF NO, WHAT IS YOUR ASSIGNMENT? **none**

(c) IS YOUR ASSIGNMENT AN ORGANIZED UNIT? (1) YES ☐ (2) NO ☒

8. DO YOU HAVE A MOBILIZATION ASSIGNMENT? (1) YES ☐ (2) NO ☒

(a) IF YES, STATE NAME OF UNIT ORGANIZATION

REMARKS:

Frank B. Smith
 SIGNATURE

SECRET

REPRODUCTION MASTERS

SECRET

REPRODUCTION

BIOGRAPHIC PROFILE

SECRET

H a n d l e W i t h C a r e

SECRET

NOTIFICATION OF ESTABLISHMENT OR CANCELLATION OF OFFICIAL COVER BACKSTOP		DATE	FILE NO.
		29 June 1972	14732
TO: (Check)	<input checked="" type="checkbox"/> CHIEF, CONTROL DIVISION, OP	CS NUMBER 714-18-4732	
	<input type="checkbox"/> CHIEF, CONTRACT PERSONNEL DIVISION, OP	EMPLOYEE NUMBER 677004	
	<input checked="" type="checkbox"/> CHIEF, OPERATING COMPONENT (For action)	ID CARD NUMBER	
ATTN: Chief Support Staff		OFFICIAL COVER	<input checked="" type="checkbox"/> ESTABLISHED
REF: Form 2554 Retirement			<input type="checkbox"/> DISCONTINUED
SUBJECT: SMITH, Joseph B.		UNIT: Department of State	
KEEP ON TOP OF FILE WHILE COVER IN EFFECT			
ESTABLISHMENT OF OFFICIAL COVER BLOCK RECORDS		CANCELLATION OF OFFICIAL COVER UNBLOCK RECORDS EFFECTIVE DATE:	
<input checked="" type="checkbox"/> BASIC COVER PROVIDED FROM 600		SUBMIT FORM 3254 _____ W-2 TO BE ISSUED. (HNB 20-11)	
<input type="checkbox"/> OPERATIONAL COVER PROVIDED FOR _____ TOY _____ OTHER (Specify)		SUBMIT FORM 642 TO CHANGE LIMITATION CATEGORY. (HNB 20-7)	
<input checked="" type="checkbox"/> SUBMIT FORM 642 TO CHANGE LIMITATION CATEGORY. (HNB 20-7)		EAA: CATEGORY I <input type="checkbox"/> CATEGORY II <input type="checkbox"/>	
SUBMIT FORM 3254 _____ TO BE ISSUED. 7 (HNB 20-11)		RETURN ALL OFFICIAL DOCUMENTATION TO CCS	
SUBMIT FORM 1322 FOR ANY CHANGE AFFECTING THIS COVER. (HNB 240-20)		SUBMIT FORM 2688 FOR HOSPITALIZATION CARD	
SUBMIT FORM 1323 FOR TRANSFERRING COVER RESPONSIBILITY. (HNB 240-20)		DO NOT WRITE IN THIS BLOCK FILE	
EAA: CATEGORY I <input type="checkbox"/> CATEGORY II <input type="checkbox"/>			
SUBMIT FORM 2688 FOR _____ HOSPITALIZATION CARD			
REMARKS AND/OR COVER HISTORY			
<p>SUBJECT WILL BE DENIED FOR ENTIRE PERIOD OF EMPLOYMENT EXCEPT FOR US GOVERNMENT APPLICATIONS.</p> <p>COVER HISTORY:</p> <p>Sent 51 - Jan 54 - Mrs - Govt 20 Jan 54 - Jan 56 - Singapore - Int - Int Aug 56 - Feb 58 - Mrs - DDC Feb 58 - Mar 60 - Manila - DDC Apr 60 - May 62 - Mrs - DDC</p> <p>Sent 51 - May 62 - Mrs - DDC Jan 63 - Jun 72 - Mexico City - State - Int</p>			
DISTRIBUTION: COPY 1 - CO OF CPD COPY 2 - OPERATING COMPONENT COPY 3 - OS/BRAC COPY 4 - GL/TFO COPY 5 - CCS-FILE		<p><i>James A. ...</i></p> <p>CHIEF, OFFICIAL COVER, CENTRAL COVER STAFF</p>	

SECRET

NOTIFICATION OF ESTABLISHMENT OF OFFICIAL COVER BACKSTOP		DATE 22 September 1966
TO:	<input checked="" type="checkbox"/> CHIEF, PERSONNEL OPERATIONS DIVISION	ESTABLISHED FOR SMITH, Joseph B.
(Check)	<input type="checkbox"/> CHIEF, CONTRACT PERSONNEL DIVISION	
	<input checked="" type="checkbox"/> CHIEF, OPERATING COMPONENT (For action) WH	
ATTN:	Mr. Hannah	FILE NO. K-1480
REF:	Form 1322 dated 20 September 1966	ID CARD NO. B-5261
OFFICIAL COVER BACKSTOP ESTABLISHED Services and Support Group (Provisional)		EMPLOYEE NO.
KEEP ON TOP OF FILE WHILE COVER IN EFFECT		
<input checked="" type="checkbox"/> Block Records: (OPMEMO 20-800-11) a. Temporarily for _____ days, effective _____ b. Continuing, effective <u>as of 23 September 1954</u>		
<input type="checkbox"/> Submit Form 642 to change limitation category. (HHR 20-7)		
<input checked="" type="checkbox"/> Ascertain that Army W-2 being issued. (HB 20-662-1)		
<input checked="" type="checkbox"/> Submit Form 1322 for any change affecting this cover. (R 240-250)		
<input checked="" type="checkbox"/> Submit Form 1323 for transferring cover responsibility. (R 240-250)		
<input type="checkbox"/> Remarks:		
<input checked="" type="checkbox"/> Cover History		
Sep 51 - Sep 54 Hqs/Overt Sep 54 - Aug 56 Singapore USIS integrated Aug 56 - Feb 58 Hqs/DAFC Feb 58 - Mar 60 DAFC/Manila Mar 60 - May 62 Hqs/DAFC May 62 - Sep 66 Buenos Aires/NOC Sep 66 - Hqs/DAFC		
JB/jaw <i>James J. Franklin</i> (with official cover, CCS)		
DISTRIBUTION: Copy 1-PD, Copy 2-Operating Component, Copy 3-OS D-OS, Copy 4-OL/TELSVC, Copy 5-PSP, OS Copy 6-OCN/OPS, Copy 7-File		

File No. K-1480
21 July 1960

SECRET

MEMORANDUM FOR: Chief, Records and Services Division
Office of Personnel

SUBJECT : Joseph B. Smith

1. Cover arrangements are in process, and/or have been completed for the above-named Subject.
2. Effective 26 April 1960, it is requested that your records be properly blocked ~~responses~~ to deny ~~acknowledge~~ Subject's current Agency employment to an external inquirer.
3. This memorandum confirms an oral request of Edward FitzGerald, OCL/CCO.

Paul P. Little, Jr.
HARRY W. LITTLE, JR.
Chief, Central Cover Division

cc: SSD/OS

**THIS MEMO MUST REMAIN
ON TOP OF FILE**

FORM 1-59 1580a

(14-1240)

RECORD OF LEAVE DATA			
1. NAME (Last - First - Middle) SMITH JOSEPH B		2. SOCIAL SECURITY ACCT NO. 714-18-4732	3. (FOR AGENCY USE)
4. DATE AND NATURE OF SEPARATION RETIREMENT 063073		5. A. SUBJECT TO 5 USC, 5528 (a) day leave settings: <input type="checkbox"/> YES <input type="checkbox"/> NO B. LAST DATE SUBJECT TO 5 USC 5528(b) C. ANNUAL LEAVE BALANCE AS OF THAT DATE (Range)	
6. TOTAL SERVICE FOR LEAVE (as of date of separation) <input type="checkbox"/> Less than 15 years (show) years months days <input type="checkbox"/> 15 years or more			
SUMMARY OF ANNUAL AND SICK LEAVE		SUMMARY OF HOME LEAVE (13413)	
7. Carryover balance from prior leave year ending MO. DAY YEAR ANNUAL SICK 01 00 73 360 2019		18. Basic service period of 24 months of continuous service abroad: DATE STARTED MO. DAY YEAR 11 11 11 DATE COMPLETED MO. DAY YEAR	
8. Current leave year accrual through pay period ending (If 30 days qualifying period and one period, explain in remarks) MO. DAY YEAR ANNUAL SICK 09 04 2019		19. Current 12 months accrual period began on Hours absence without pay since that date: MO. DAY YEAR 44	
9. Total 454 2067		20. Current balance (in accrual) as of No. days: 44	
10. Reduction in credits, if any (current year) MO. DAY YEAR ANNUAL SICK 0 0 0		21. Twelve months accrual rate as of date of separation No. days: 15	
11. Total leave taken, current year through date of separation MO. DAY YEAR ANNUAL SICK 0 0 0		22. Dates leave used, prior 24 months: FROM MO. DAY YEAR TO MO. DAY YEAR	
12. Balance 454 2067			
13. Total hours paid in lump sum (Excludes 0 hours for holidays) 0			
14. Salary rate(s) per hour: \$13.69			
15. Lump sum leave dates (If part-time leave, explain in remarks) FROM MO. DAY YEAR TO MO. DAY YEAR From 00 00 00 To 00 00 00			
ABSENCE WITHOUT PAY (Except while in receipt of pay from BECA)			
16. During leave year in which separated MO. DAY YEAR HOURS 0		MILITARY LEAVE 23. During current calendar year A. Regular - active duty or training B. Special - civil disturbance	
17. During step increase waiting period which began on MO. DAY YEAR 12 10 72			
24. Remarks (Include shore leave information, if applicable)			
SCD: 10/03/48			
25. CERTIFIED CORRECT BY: (Signature) Joseph B. Smith		26. FILE AGENCY - ADDRESS TELEPHONE NO. FOR CHIEF PAYROLL	
27. DATE 01/12/73			

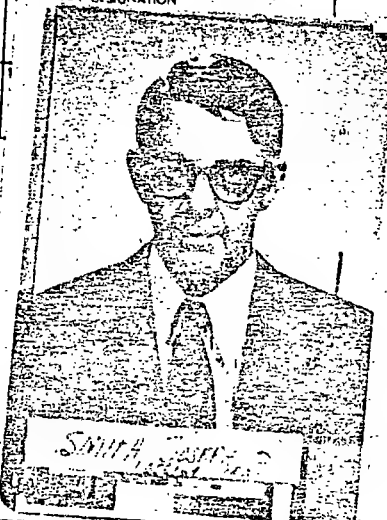
LML: 03 JUL 73

SECRET
(When Filled In)

OEF

NOTIFICATION OF PERSONNEL ACTION

1. SERIAL NUMBER 007894		2. NAME (LAST FIRST MIDDLE) SMITH, JOSEPH B	
3. NATURE OF PERSONNEL ACTION CONVERSION FROM FSR, RETIREMENT (VOLUNTARY) UNDER CIA RETIREMENT AND DISABILITY SYSTEM AND CANCELLATION OF NSCA		4. EFFECTIVE DATE MO: 06 DA: 30 YR: 73	5. CATEGORY OF EMPLOYMENT REGULAR
6. FUNDS CF TO V <input type="checkbox"/> X <input checked="" type="checkbox"/> CF TO CF	7. Financial Analysis No. Chargeable 3135 0990 0000	8. CSC OR OTHER LEGAL AUTHORITY P L 88-643 SECT 233	
9. ORGANIZATIONAL DESIGNATIONS DDO/WH DIVISION FOREIGN FIELD BRANCH 1-MEXICO CITY, MEXICO STATION		10. LOCATION OF OFFICIAL STATION MEXICO CITY, MEXICO	
11. POSITION TITLE OPS OFFICER		12. POSITION NUMBER 0340	13. SERVICE DESIGNATION
14. CLASSIFICATION SCHEDULE (GS, FS, etc.) GS	15. OCCUPATIONAL SERIES 0136.01	16. GRADE AND STEP 14 8	
18. REMARKS			



SPACE BELOW FOR EXCLUSIVE USE OF THE OFFICE OF PERSONNEL									
19. ACTION CODE 45	20. EMPLOY CODE 10	21. OFFICE CODING FOUNDER ALPHABETIC	22. STATION CODE COCA	23. INTEGRITY CODE	24. HIGHER CODE	25. DATE OF BIRTH MO: 06 DA: 19 YR: 21			
26. DATE EXPIRES MO: DA: YR:	27. SPECIAL REFERENCE 1. YES 2. NO	28. RETIREMENT DATA 1. YES 2. NO	29. SEPARATION DATA CODE 0B00000	30. CORRECTION / CANCELLATION DATA TYPE: MO: DA: YR:					
31. VET PREFERENCE CODE: 0 NONE 1-3 PF 2-10 PF	32. SERV. COMP. DATE MO: DA: YR:	33. VETERAN COMP. DATE MO: DA: YR:	34. CAREER CATEGORY SAR SERV CODE PROV TEMP	35. TECH / HEALTH INSURANCE CODE: 0-WAIVER 1-YES	36. SOCIAL SECURITY				
41. PREVIOUS CIVILIAN GOVERNMENT SERVICE CODE: 0-NO PREVIOUS SERVICE 1-NO BREAK IN SERVICE 2-BREAK IN SERVICE (LESS THAN 3 YRS) 3-BREAK IN SERVICE (MORE THAN 3 YRS)		42. LEAVE CAT. CODE	43. FEDERAL TAX DATA FORM EXECUTED: 1-YES 2-NO		44. STATE TAX DATA FORM EXECUTED: 1-YES 2-NO				

SIGNATURE OR OTHER AUTHENTICATION

POSTED

FORM 1130
3-66 1130
MAY 11 71 Use Previous Edition

SECRET

BBG

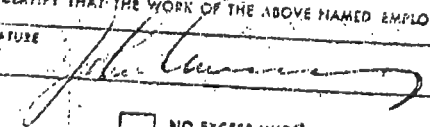
GROUP 1
Excluded from automatic
downgrading and
declassification

(When Filled In)

"PAY ADJUSTMENT IN ACCORDANCE WITH 5 U.S.C. 5305 AND EXECUTIVE ORDER 11691 PURSUANT TO AUTHORITY OF DCI AS PROVIDED IN THE CIA ACT OF 1949, AS AMENDED, AND DCI DIRECTIVE DATED 08 OCTOBER 1962."

EFFECTIVE DATE OF PAY ADJUSTMENTS: 07 JANUARY 1973

NAME	SERIAL	ORGN.	FUNDS	GR-STEP	NEW SALARY
SMITH JOSEPH B	007894	51	620	CF GS 14 8	\$28,478

1. SERIAL NO.		2. NAME		3. ORGANIZATION		4. FUNDS		5. LWOP HOURS	
007894		SMITH JOSEPH B		51 620		CF			
6. OLD SALARY RATE				7. NEW SALARY RATE				8. TYPE ACTION	
Grade	Step	Salary	Last Eff. Date	Grade	Step	Salary	EFFECTIVE DATE	SI	ADI
GS 14	7	\$26,354	12/14/69	GS 14	8	\$27,084	12/13/72		
CERTIFICATION AND AUTHENTICATION									
I CERTIFY THAT THE WORK OF THE ABOVE NAMED EMPLOYEE IS OF ACCEPTABLE LEVEL OF COMPETENCE.									
SIGNATURE						DATE			
						11-13-72			
<input type="checkbox"/> NO EXCESS LWOP <input type="checkbox"/> IN PAY STATUS AT END OF WAITING PERIOD <input type="checkbox"/> LWOP STATUS AT END OF WAITING PERIOD									
CLERKS INITIALS				AUDITED BY					
J. K. Lawrence				11/35					
FORM 560 E Use previous editions PAY CHANGE NOTIFICATION (1-51)									

SECRET
(When Filled In)

NOTIFICATION OF PERSONNEL ACTION					
DCS 10/14/72					
1. SERIAL NUMBER		2. NAME (LAST-FIRST-MIDDLE)			
007894		SMITH JOSEPH B			
3. NATURE OF PERSONNEL ACTION			4. EFFECTIVE DATE		5. CATEGORY OF EMPLOYMENT
CHANGE IN N.S.C.A.			MO. DA. YR.		
			02 2 72		
6. FUNDS		7. FINANCIAL ANALYSIS NO. CHARGEABLE		8. CSC OR OTHER LEGAL AUTHORITY	
<input type="checkbox"/> V TO V <input type="checkbox"/> O TO V <input checked="" type="checkbox"/> V TO O <input type="checkbox"/> O TO O		3135 0940 0002			
9. ORGANIZATIONAL DESIGNATION			10. LOCATION OF OFFICIAL STATION		
DDP/WH DIVISION			MEXICO CITY, MEXICO		
11. POSITION TITLE			12. POSITION NUMBER		13. CAREER SERVICE DESIGNATION
OPS OFFICER			0340		D
14. CLASSIFICATION SCHEDULE (GS, LO, etc.)		15. OCCUPATIONAL SERIES		16. GRADE AND STEP	
GS		0136.01		14	
17. SALARY OR RATE					
18. REMARKS					
SIGNATURE OF OTHER AUTHORIZATION					
<div style="border: 1px solid black; padding: 5px; display: inline-block;"> FORWARDED WEB 10-26-72 </div>					

00000

"PAY ADJUSTMENT IN ACCORDANCE WITH SALARY SCHEDULES OF PL 92-210 AND
EXECUTIVE ORDER 11637 PURSUANT TO AUTHORITY OF DCI AS PROVIDED IN THE
CIA ACT OF 1949, AS AMENDED, AND A DCI DIRECTIVE DATED 8 OCTOBER 1962"

EFFECTIVE DATE OF PAY ADJUSTMENT: 9 JANUARY 1972

NAME	SERIAL	ORGN.	FUNDS	GR-STEP	NEW SALARY
SMITH JOSEPH B	007894	51	620	CF GS 14 7	\$26,352

"PAY ADJUSTMENT IN ACCORDANCE WITH SALARY SCHEDULES OF PL 91-656 AND
EXECUTIVE ORDER 11576 PURSUANT TO AUTHORITY OF DCI AS PROVIDED IN THE
CIA ACT OF 1949, AS AMENDED, AND A DCI DIRECTIVE DATED 8 OCTOBER 1962"

EFFECTIVE DATE OF PAY ADJUSTMENT: 10 JANUARY 1971

NAME	SERIAL	ORGN.	FUNDS	GR-STEP	NEW SALARY
SMITH JOSEPH B	007894	51	620	CF GS 14 7	\$24,979

"PAY ADJUSTMENT IN ACCORDANCE WITH SALARY SCHEDULES OF PL 91-231 AND EXECUTIVE ORDER 11524 PURSUANT TO AUTHORITY OF DCI AS PROVIDED IN THE CIA ACT OF 1949, AS AMENDED, AND A DCI DIRECTIVE DATED 8 OCTOBER 1962"

EFFECTIVE DATE OF PAY ADJUSTMENT: 28 DECEMBER 1969

NAME	SERIAL	ORGN.	FUNDS	GR-STEP	NEW SALARY
SMITH JOSEPH B	007894	51	620	CF GS 14 7	\$23,573

651

1. SERIAL NO.		2. NAME		3. ORGANIZATION		4. FUNDS		5. LWOP HOURS	
007894		SMITH JOSEPH B		51 620		CF			
6. OLD SALARY RATE				7. NEW SALARY RATE					
Grade	Step	Salary	Last Eff. Date	Grade	Step	Salary	EFFECTIVE DATE	8. TYPE ACTION	
GS 14	6	\$21,621	12/17/67	GS 14	7	\$22,239	12/13/69	SI	ADJ.
CERTIFICATION AND AUTHENTICATION									
I CERTIFY THAT THE WORK OF THE ABOVE NAMED EMPLOYEE IS OF ACCEPTABLE LEVEL OF COMPETENCE.									
SIGNATURE <i>[Signature]</i>						DATE <i>9-2-1-1969</i>			
<input type="checkbox"/> NO EXCESS LWOP <input type="checkbox"/> IN PAY STATUS AT END OF WAITING PERIOD <input type="checkbox"/> LWOP STATUS AT END OF WAITING PERIOD									
CUSTODIAN INITIALS						AUDITED BY			
PAY CHANGE NOTIFICATION									

(4-31)

"PAY ADJUSTMENT IN ACCORDANCE WITH SECTION 212 OF PL 90-206 AND EXECUTIVE ORDER 11474 PURSUANT TO AUTHORITY OF DCI AS PROVIDED IN THE CIA ACT OF 1949, AS AMENDED, AND A DCI DIRECTIVE DATED 9 OCTOBER 1962"

EFFECTIVE DATE OF PAY ADJUSTMENT: 13 JULY 1969

NAME
SMITH JOSEPH B

SERIAL ORGN. FUNDS GR-STEP
007894 51 620 OF GS 14 6

NEW
SALARY
\$21,621

SECRET

(When Filled In)

MAY 69

NOTIFICATION OF PERSONNEL ACTION

1. SERIAL NUMBER 007894		2. NAME (LAST FIRST MIDDLE) SMITH JOSEPH B	
3. NATURE OF PERSONNEL ACTION INTEGRATION-DEPARTMENT OF STATE		4. EFFECTIVE DATE MO DA YR 05 21 69	
5. CATEGORY OF EMPLOYMENT REGULAR		6. FINANCIAL ANALYSIS NO. CHARGEABLE 9135 (990) 0000	
7. CSC OR OTHER LEGAL AUTHORITY 50 USC 403 J		8. FUND V TO V CF TO V X V TO CF CF TO CF	
9. ORGANIZATIONAL DESIGNATIONS DDP/WH FOREIGN FIELD BRANCH 1 MEXICO CITY, MEXICO STATION		10. LOCATION OF OFFICIAL STATION MEXICO CITY, MEXICO	
11. POSITION TITLE POL OFF ATTACHE OPS OFFICER		12. POSITION NUMBER 0340	
13. SERVICE DESIGNATION D		14. CLASSIFICATION SCHEDULE (GS, FS, etc.) FSR GS	
15. OCCUPATIONAL SERIES 0136.01		16. GRADE AND STEP 04 7 14 6	
17. SALARY OR RATE 17289 19771		18. REMARKS SUBJECT IS TO BE PAID THE DIFFERENCE BETWEEN CIA SALARY OF \$13771 AND FSR SALARY OF \$17289 TO BE PAID BY DEPT. OF STATE AND ALLOWANCES IN ACCORDANCE THEREWITH. ALL SICK AND ANNUAL LEAVE TO BE TRANSFERRED TO THE DEPT. OF STATE. MARITAL STATUS: MARRIED DAU DOB: 19 DECEMBER 1952 SON DOB: 20 SEPTEMBER 1960	
SPACE BELOW FOR EXCLUSIVE USE OF THE OFFICE OF PERSONNEL			
19. ACTION CODE 35	20. EMPLOY CODE 10	21. OFFICE CODING NUMBER 51620 ALPHANUM WH	22. STATION CODE 45075
23. CATEGORY CODE S	24. PAY CODE 3	25. DATE OF BIRTH MO DA YR 06 16 21	26. DATE OF GRADE MO DA YR
27. DATE OF TENURE MO DA YR	28. DATE OF ENTRY MO DA YR	29. SPECIAL REFERENCE 1. CSC 2. CH 3. FCA 4. BAWNE	30. RETIREMENT DATA CODE
31. SEPARATION DATA CODE	32. CORRECTION / CANCELLATION DATA TYPE MO DA YR	33. SECURITY REQ. NO.	34. SER.
35. VET. PRE-REFERENCE CODE 1. NONE 2. YES	36. SERV. COMP. DATE MO DA YR	37. LONG. COMP. DATE MO DA YR	38. CAREER CATEGORY C1A C2A C3A C4A C5A C6A C7A C8A C9A C10A C11A C12A C13A C14A C15A C16A C17A C18A C19A C20A C21A C22A C23A C24A C25A C26A C27A C28A C29A C30A C31A C32A C33A C34A C35A C36A C37A C38A C39A C40A C41A C42A C43A C44A C45A C46A C47A C48A C49A C50A C51A C52A C53A C54A C55A C56A C57A C58A C59A C60A C61A C62A C63A C64A C65A C66A C67A C68A C69A C70A C71A C72A C73A C74A C75A C76A C77A C78A C79A C80A C81A C82A C83A C84A C85A C86A C87A C88A C89A C90A C91A C92A C93A C94A C95A C96A C97A C98A C99A C100A
39. PREVIOUS CIVILIAN GOVERNMENT SERVICE CODE 1. NO PREVIOUS SERVICE 2. YES 3. YES (IN SERVICE LESS THAN 1 YEAR) 4. YES (IN SERVICE MORE THAN 1 YEAR)	40. LEAVE CAT. CODE	41. FEDERAL TAX DATA 1. YES 2. NO	42. STATE TAX DATA 1. YES 2. NO
SIGNATURE OR OTHER AUTHENTICATION			

POSTED

05-22-69 J/K

FORM 1150
1-64 (MAY 1964)Use Previous
Edition

SECRET

PLW

1. Name of person responsible for
2. Title of person responsible for
3. Date of action

(When Filled In)

16 MAY 69

SECRET
(When Filled In)

NOTIFICATION OF PERSONNEL ACTION

DDP

1. SERIAL NUMBER		2. NAME (LAST-FIRST-MIDDLE)	
007894		SMITH JOSEPH B	
3. NATURE OF PERSONNEL ACTION		4. EFFECTIVE DATE	5. CATEGORY OF EMPLOYMENT
REASSIGNMENT AND TRANSFER TO CONFIDENTIAL FUNDS		05 18 69	REGULAR
6. FUNDS	7. Financial Analysis No. Changeable	8. CSC OR OTHER LEGAL AUTHORITY	
<input type="checkbox"/> V TO V <input checked="" type="checkbox"/> CF TO V <input type="checkbox"/> V TO CF <input type="checkbox"/> CF TO CF	9135 0930 0000	50 USC 403 J	
9. ORGANIZATIONAL DESIGNATIONS		10. LOCATION OF OFFICIAL STATION	
DDP/WH FOREIGN FIELD BRANCH I MEXICO CITY, MEXICO STATION		MEXICO CITY, MEXICO	
11. POSITION TITLE		12. POSITION NUMBER	13. SERVICE DESIGNATION
OPS OFFICER		0340	D
14. CLASSIFICATION SCHEDULE (GS, LS, etc.)	15. OCCUPATIONAL SERIES	16. GRADE AND STEP	17. SALARY OR RATE
GS	0136.01	14 6	13771

18. REMARKS

HOME BASE: WH

SPACE BELOW FOR EXCLUSIVE USE OF THE OFFICE OF PERSONNEL											
19. ACTION CODE	20. EMPLOY CODE	21. OFFICE CODING		22. STATION CODE	23. INTEGRATE CODE	24. MONTH CODE	25. DATE OF BIRTH	26. DATE OF GRADE	27. DATE OF LEI		
20	10	51620	WH	45075		3	06 16 21				
28. SITE EXPENSE	29. SPECIAL REFERENCE	30. RETIREMENT DATA		31. SEPARATION DATA CODE	32. Correction - Correction Data		33. SECURITY FILE NO.		34. LEI		
							100 DATA				
35. PAY PREFERENCE	36. SERV COMP DATE	37. LONG COMP DATE	38. CAREER CATEGORY		39. REGU - REGU (Insurance)		40. SOCIAL SECURITY NO.				
41. PREVIOUS FEDERAL GOVERNMENT SERVICE				42. LEAVE CAT CODE	43. FEDERAL TAX DATA			44. STATE TAX DATA			
1. NO PREVIOUS SERVICE 2. NO MORE IN SERVICE 3. LEAVE IN SERVICE LESS THAN 3 YEARS 4. LEAVE IN SERVICE MORE THAN 3 YEARS											
SIGNATURE AND DATE AUTHORIZATION											

POSTED

05-16-69 182

FORM 1130
MAY 1964Use Previous
Edition

SECRET

PLW

 1. APPROVED FOR SIGNATURE
 2. APPROVED FOR
 3. APPROVED FOR

FVD: 16 JUL 68

SECRET
(When Filled In)

NOTIFICATION OF PERSONNEL ACTION											
1. SERIAL NUMBER		2. NAME (LAST FIRST MIDDLE)									
007894		SMITH, JOSEPH B									
3. NATURE OF PERSONNEL ACTION						4. EFFECTIVE DATE		5. CATEGORY OF EMPLOYMENT			
REASSIGNMENT						07 14 68		REGULAR			
6. FUNDS		7. TO V		8. TO CP		9. Financial Analysis No. Chargeable		10. CYC OR OTHER LEGAL AUTHORITY			
X		V TO V		V TO CP		9235 0620 0000		50 USC 403 J			
CF TO V		CF TO CP									
11. ORGANIZATIONAL DESIGNATION						12. LOCATION OF OFFICIAL STATION					
DDP/WH CA STAFF						WASH., D.C.					
13. POSITION TITLE						14. POSITION NUMBER		15. SERVICE DESIGNATION			
OPS OFFICER						0645		D			
16. CLASSIFICATION SCHEDULE (US 18, etc.)				17. OCCUPATIONAL SERIES		18. GRADE AND STEP		19. SALARY OR RATE			
GS				0136.01		14 6		19771			
20. REMARKS											
SPACE BELOW FOR EXCLUSIVE USE OF THE OFFICE OF PERSONNEL											
21. ACTION CODE		22. EMPLOY CODE		23. OFFICE CODING		24. STATION CODE		25. INTEGRITY CODE		26. PRIOR CODE	
37		10		51150 WH		75013		1		1	
27. DATE OF BIRTH		28. DATE OF GRADE		29. DATE OF LET		30. DATE OF BIRTH		31. DATE OF GRADE		32. DATE OF LET	
06 16 21						06 16 21					
33. DATE OF BIRTH		34. DATE OF GRADE		35. DATE OF LET		36. DATE OF BIRTH		37. DATE OF GRADE		38. DATE OF LET	
39. DATE OF BIRTH		40. DATE OF GRADE		41. DATE OF LET		42. DATE OF BIRTH		43. DATE OF GRADE		44. DATE OF LET	
45. DATE OF BIRTH		46. DATE OF GRADE		47. DATE OF LET		48. DATE OF BIRTH		49. DATE OF GRADE		50. DATE OF LET	
51. DATE OF BIRTH		52. DATE OF GRADE		53. DATE OF LET		54. DATE OF BIRTH		55. DATE OF GRADE		56. DATE OF LET	
57. DATE OF BIRTH		58. DATE OF GRADE		59. DATE OF LET		60. DATE OF BIRTH		61. DATE OF GRADE		62. DATE OF LET	
63. DATE OF BIRTH		64. DATE OF GRADE		65. DATE OF LET		66. DATE OF BIRTH		67. DATE OF GRADE		68. DATE OF LET	
69. DATE OF BIRTH		70. DATE OF GRADE		71. DATE OF LET		72. DATE OF BIRTH		73. DATE OF GRADE		74. DATE OF LET	
75. DATE OF BIRTH		76. DATE OF GRADE		77. DATE OF LET		78. DATE OF BIRTH		79. DATE OF GRADE		80. DATE OF LET	
81. DATE OF BIRTH		82. DATE OF GRADE		83. DATE OF LET		84. DATE OF BIRTH		85. DATE OF GRADE		86. DATE OF LET	
87. DATE OF BIRTH		88. DATE OF GRADE		89. DATE OF LET		90. DATE OF BIRTH		91. DATE OF GRADE		92. DATE OF LET	
93. DATE OF BIRTH		94. DATE OF GRADE		95. DATE OF LET		96. DATE OF BIRTH		97. DATE OF GRADE		98. DATE OF LET	
99. DATE OF BIRTH		100. DATE OF GRADE		101. DATE OF LET		102. DATE OF BIRTH		103. DATE OF GRADE		104. DATE OF LET	
105. DATE OF BIRTH		106. DATE OF GRADE		107. DATE OF LET		108. DATE OF BIRTH		109. DATE OF GRADE		110. DATE OF LET	
111. DATE OF BIRTH		112. DATE OF GRADE		113. DATE OF LET		114. DATE OF BIRTH		115. DATE OF GRADE		116. DATE OF LET	
117. DATE OF BIRTH		118. DATE OF GRADE		119. DATE OF LET		120. DATE OF BIRTH		121. DATE OF GRADE		122. DATE OF LET	
123. DATE OF BIRTH		124. DATE OF GRADE		125. DATE OF LET		126. DATE OF BIRTH		127. DATE OF GRADE		128. DATE OF LET	
129. DATE OF BIRTH		130. DATE OF GRADE		131. DATE OF LET		132. DATE OF BIRTH		133. DATE OF GRADE		134. DATE OF LET	
135. DATE OF BIRTH		136. DATE OF GRADE		137. DATE OF LET		138. DATE OF BIRTH		139. DATE OF GRADE		140. DATE OF LET	
141. DATE OF BIRTH		142. DATE OF GRADE		143. DATE OF LET		144. DATE OF BIRTH		145. DATE OF GRADE		146. DATE OF LET	
147. DATE OF BIRTH		148. DATE OF GRADE		149. DATE OF LET		150. DATE OF BIRTH		151. DATE OF GRADE		152. DATE OF LET	
153. DATE OF BIRTH		154. DATE OF GRADE		155. DATE OF LET		156. DATE OF BIRTH		157. DATE OF GRADE		158. DATE OF LET	
159. DATE OF BIRTH		160. DATE OF GRADE		161. DATE OF LET		162. DATE OF BIRTH		163. DATE OF GRADE		164. DATE OF LET	
165. DATE OF BIRTH		166. DATE OF GRADE		167. DATE OF LET		168. DATE OF BIRTH		169. DATE OF GRADE		170. DATE OF LET	
171. DATE OF BIRTH		172. DATE OF GRADE		173. DATE OF LET		174. DATE OF BIRTH		175. DATE OF GRADE		176. DATE OF LET	
177. DATE OF BIRTH		178. DATE OF GRADE		179. DATE OF LET		180. DATE OF BIRTH		181. DATE OF GRADE		182. DATE OF LET	
183. DATE OF BIRTH		184. DATE OF GRADE		185. DATE OF LET		186. DATE OF BIRTH		187. DATE OF GRADE		188. DATE OF LET	
189. DATE OF BIRTH		190. DATE OF GRADE		191. DATE OF LET		192. DATE OF BIRTH		193. DATE OF GRADE		194. DATE OF LET	
195. DATE OF BIRTH		196. DATE OF GRADE		197. DATE OF LET		198. DATE OF BIRTH		199. DATE OF GRADE		200. DATE OF LET	
201. DATE OF BIRTH		202. DATE OF GRADE		203. DATE OF LET		204. DATE OF BIRTH		205. DATE OF GRADE		206. DATE OF LET	
207. DATE OF BIRTH		208. DATE OF GRADE		209. DATE OF LET		210. DATE OF BIRTH		211. DATE OF GRADE		212. DATE OF LET	
213. DATE OF BIRTH		214. DATE OF GRADE		215. DATE OF LET		216. DATE OF BIRTH		217. DATE OF GRADE		218. DATE OF LET	
219. DATE OF BIRTH		220. DATE OF GRADE		221. DATE OF LET		222. DATE OF BIRTH		223. DATE OF GRADE		224. DATE OF LET	
225. DATE OF BIRTH		226. DATE OF GRADE		227. DATE OF LET		228. DATE OF BIRTH		229. DATE OF GRADE		230. DATE OF LET	
231. DATE OF BIRTH		232. DATE OF GRADE		233. DATE OF LET		234. DATE OF BIRTH		235. DATE OF GRADE		236. DATE OF LET	
237. DATE OF BIRTH		238. DATE OF GRADE		239. DATE OF LET		240. DATE OF BIRTH		241. DATE OF GRADE		242. DATE OF LET	
243. DATE OF BIRTH		244. DATE OF GRADE		245. DATE OF LET		246. DATE OF BIRTH		247. DATE OF GRADE		248. DATE OF LET	
249. DATE OF BIRTH		250. DATE OF GRADE		251. DATE OF LET		252. DATE OF BIRTH		253. DATE OF GRADE		254. DATE OF LET	
255. DATE OF BIRTH		256. DATE OF GRADE		257. DATE OF LET		258. DATE OF BIRTH		259. DATE OF GRADE		260. DATE OF LET	
261. DATE OF BIRTH		262. DATE OF GRADE		263. DATE OF LET		264. DATE OF BIRTH		265. DATE OF GRADE		266. DATE OF LET	
267. DATE OF BIRTH		268. DATE OF GRADE		269. DATE OF LET		270. DATE OF BIRTH		271. DATE OF GRADE		272. DATE OF LET	
273. DATE OF BIRTH		274. DATE OF GRADE		275. DATE OF LET		276. DATE OF BIRTH		277. DATE OF GRADE		278. DATE OF LET	
279. DATE OF BIRTH		280. DATE OF GRADE		281. DATE OF LET		282. DATE OF BIRTH		283. DATE OF GRADE		284. DATE OF LET	
285. DATE OF BIRTH		286. DATE OF GRADE		287. DATE OF LET		288. DATE OF BIRTH		289. DATE OF GRADE		290. DATE OF LET	
291. DATE OF BIRTH		292. DATE OF GRADE		293. DATE OF LET		294. DATE OF BIRTH		295. DATE OF GRADE		296. DATE OF LET	
297. DATE OF BIRTH		298. DATE OF GRADE		299. DATE OF LET		300. DATE OF BIRTH		301. DATE OF GRADE		302. DATE OF LET	
303. DATE OF BIRTH		304. DATE OF GRADE		305. DATE OF LET		306. DATE OF BIRTH		307. DATE OF GRADE		308. DATE OF LET	
309. DATE OF BIRTH		310. DATE OF GRADE		311. DATE OF LET		312. DATE OF BIRTH		313. DATE OF GRADE		314. DATE OF LET	
315. DATE OF BIRTH		316. DATE OF GRADE		317. DATE OF LET		318. DATE OF BIRTH		319. DATE OF GRADE		320. DATE OF LET	
321. DATE OF BIRTH		322. DATE OF GRADE		323. DATE OF LET		324. DATE OF BIRTH		325. DATE OF GRADE		326. DATE OF LET	
327. DATE OF BIRTH		328. DATE OF GRADE		329. DATE OF LET		330. DATE OF BIRTH		331. DATE OF GRADE		332. DATE OF LET	
333. DATE OF BIRTH		334. DATE OF GRADE		335. DATE OF LET		336. DATE OF BIRTH		337. DATE OF GRADE		338. DATE OF LET	
339. DATE OF BIRTH		340. DATE OF GRADE		341. DATE OF LET		342. DATE OF BIRTH		343. DATE OF GRADE		344. DATE OF LET	
345. DATE OF BIRTH		346. DATE OF GRADE		347. DATE OF LET		348. DATE OF BIRTH		349. DATE OF GRADE		350. DATE OF LET	
351. DATE OF BIRTH		352. DATE OF GRADE		353. DATE OF LET		354. DATE OF BIRTH		355. DATE OF GRADE		356. DATE OF LET	
357. DATE OF BIRTH		358. DATE OF GRADE		359. DATE OF LET		360. DATE OF BIRTH		361. DATE OF GRADE		362. DATE OF LET	
363. DATE OF BIRTH		364. DATE OF GRADE		365. DATE OF LET		366. DATE OF BIRTH		367. DATE OF GRADE		368. DATE OF LET	
369. DATE OF BIRTH		370. DATE OF GRADE		371. DATE OF LET		372. DATE OF BIRTH		373. DATE OF GRADE		374. DATE OF LET	
375. DATE OF BIRTH		376. DATE OF GRADE		377. DATE OF LET		378. DATE OF BIRTH		379. DATE OF GRADE		380. DATE OF LET	
381. DATE OF BIRTH		382. DATE OF GRADE		383. DATE OF LET		384. DATE OF BIRTH		385. DATE OF GRADE		386. DATE OF LET	
387. DATE OF BIRTH		388. DATE OF GRADE		389. DATE OF LET		390. DATE OF BIRTH		391. DATE OF GRADE		392. DATE OF LET	
393. DATE OF BIRTH		394. DATE OF GRADE		395. DATE OF LET		396. DATE OF BIRTH		397. DATE OF GRADE		398. DATE OF LET	
399. DATE OF BIRTH		400. DATE OF GRADE		401. DATE OF LET		402. DATE OF BIRTH		403. DATE OF GRADE		404. DATE OF LET	
405. DATE OF BIRTH		406. DATE OF GRADE		407. DATE OF LET		408. DATE OF BIRTH		409. DATE OF GRADE		410. DATE OF LET	
411. DATE OF BIRTH		412. DATE OF GRADE		413. DATE OF LET		414. DATE OF BIRTH		415. DATE OF GRADE		416. DATE OF LET	
417. DATE OF BIRTH		418. DATE OF GRADE		419. DATE OF LET		420. DATE OF BIRTH		421. DATE OF GRADE		422. DATE OF LET	
423. DATE OF BIRTH		424. DATE OF GRADE		425. DATE OF LET		426. DATE OF BIRTH		427. DATE OF GRADE		428. DATE OF LET	
429. DATE OF BIRTH		430. DATE OF GRADE		431. DATE OF LET		432. DATE OF BIRTH		433. DATE OF GRADE		434. DATE OF LET	
435. DATE OF BIRTH		436. DATE OF GRADE		437. DATE OF LET		438. DATE OF BIRTH		439. DATE OF GRADE		440. DATE OF LET	
441. DATE OF BIRTH		442. DATE OF GRADE		443. DATE OF LET		444. DATE OF BIRTH		445. DATE OF GRADE		446. DATE OF LET	

"PAY ADJUSTMENT IN ACCORDANCE WITH SECTIONS 212 AND 216 OF PL 80-236 AND EXECUTIVE ORDER 11413 PURSUANT TO AUTHORITY OF DCI AS PROVIDED IN THE CIA ACT OF 1949, AS AMENDED, AND A-DCI DIRECTIVE DATED 8 OCTOBER 1962"

EFFECTIVE DATE OF PAY ADJUSTMENT: 14 JULY 1968

NAME	SERIAL	ORGN.	FUNDS	GR-STEP	OLD SALARY	NEW SALARY
SMITH JOSEPH B	007894	51	150	V GS 14 6	\$18,481	\$19,771

D-5

1. SERIAL NO.		2. NAME		3. ORGANIZATION		4. FUNDS		5. EMP NOVS	
007894		SMITH JOSEPH B		17 600		V			
6. OLD SALARY RATE				7. NEW SALARY RATE				8. TIME ACTION	
Grade	Step	Salary	Last Eff. Date	Grade	Step	Salary	EFFECTIVE DATE	W	ADJ.
GS 14	5	\$17,190	12/19/65	GS 14	6	\$18,721	12/17/67		
CERTIFICATION AND AUTHENTICATION									
I CERTIFY THAT THE WORK OF THE ABOVE NAMED EMPLOYEE IS OF ACCEPTABLE LEVEL OF COMPETENCE									
SIGNATURE <i>C. M. Broutian</i>						DATE <i>130 Oct 1967</i>			
<input checked="" type="checkbox"/> NO EXCESS LWOP <input checked="" type="checkbox"/> IN PAY STATUS AT END OF WAITING PERIOD <input type="checkbox"/> LWOP STATUS AT END OF WAITING PERIOD									
CLERKS INITIALS <i>BD</i>				FILED BY <i>ELIEN</i>					
FORM 560 E 7-66 PAY CHANGE NOTIFICATION									

14 311

COMPTROLLER
 & TAX DIVISION

00000

PAY ADJUSTMENT IN ACCORDANCE WITH SALARY SCHEDULES OF PL 90-206,
PURSUANT TO AUTHORITY OF DCI AS PROVIDED IN THE CIA ACT OF 1949,
AS AMENDED, AND A-DCI DIRECTIVE DATED 8 OCTOBER 1962."

EFFECTIVE DATE OF PAY ADJUSTMENT: 8 OCTOBER 1967

NAME	SERIAL	ORGN.	FUNDS	GR-STEP	OLD SALARY	NEW SALARY
SMITH JOSEPH B	007894	17	600	V GS 14 5	\$17,198	\$17,953

MT: 17 OCT 50

SECRET
(When Filled In)

NOTIFICATION OF PERSONNEL ACTION

DAF

1. SERIAL NUMBER		2. NAME (LAST-FIRST-MIDDLE)	
007894		SMITH JOSEPH B	
3. NATURE OF PERSONNEL ACTION		4. EFFECTIVE DATE	5. CATEGORY OF EMPLOYMENT
EXCEPTED APPOINTMENT: CAREER		10 09 66	REGULAR
6. FUNDS	7. COST CENTER NO. CHARGEABLE	8. CXC OR OTHER LEGAL AUTHORITY	
X	7275 3000 0000	50 USC 403 J	
9. ORGANIZATIONAL DESIGNATION		10. LOCATION OF OFFICIAL STATION	
DDS/OTR OPERATIONS SCHOOL HEADQUARTERS TRAINING BRANCH OPERATIONS FACULTY		WASH., D.C.	
11. POSITION TITLE		12. POSITION NUMBER	13. SERVICE DESIGNATION
INSTR OPERATIONS		1314	D
14. CLASSIFICATION SCHEDULE (GS, LS, etc.)	15. OCCUPATIONAL SERIES	16. GRADE AND STEP	17. SALARY OR RATE
GS	1712.32	14 5	17198

18. REMARKS

SPACE BELOW FOR EXCLUSIVE USE OF THE OFFICE OF PERSONNEL

19. ACTION CODE	20. EMPLOY CODE	21. OFFICE CODING	22. STATION CODE	23. INTEREST CODE	24. PAYMENT CODE	25. DATE OF BIRTH	26. DATE OF ENTRY	27. DATE OF LEI
13	10	17600 OTR	75012		1	06 10 21	12 23 62	12 19 65
28. HIR SERVICE	29. SPECIAL PREFERENCE	30. SEPARATION DATA	31. SEPARATION DATA CODE	32. CORRECTION/CANCELLATION DATA	33. SECURITY REG NO	34. SEX		
NO SA		2			00000	MI		
35. VET. PREFERENCE	36. SERV COMP DATE	37. LONG LEAVE DATE	38. CAREER CATEGORY	39. FEELS / DEACT INSURANCE	40. SOCIAL SECURITY NO			
1	10 03 48	09 17 51	C	1				
41. PREVIOUS GOVERNMENT SERVICE DATA	42. LEAVE CAT	43. FEDERAL TAX DATA	44. STATE TAX DATA					
1								

SIGNATURE OF OTHER AUTHENTICATING

POSTED

FORM 1159

Use Previous Edition

SECRET

FORM 1
When Filled In

(When Filled In)

NRT: 17 OCT 66

SECRET
(When Filled In)

NOTIFICATION OF PERSONNEL ACTION

006

1. SERIAL NUMBER 007894		2. NAME (LAST FIRST MIDDLE) Smith, Joseph	
3. NATURE OF PERSONNEL ACTION RESIGNATION		4. EFFECTIVE DATE 10 08 1966	
5. CATEGORY OF EMPLOYMENT REGULAR		6. COST CENTER NO. CHARGEABLE 7135 0633 0000	
7. FUND V TO V CF TO V X CF TO CF		8. USE OF OTHER LEGAL AUTHORITY	
9. ORGANIZATIONAL DESIGNATIONS DDP/WH FOREIGN FIELD BRANCH 4 BUENOS AIRES, ARGENTINA STATION		10. LOCATION OF OFFICIAL STATION BUENOS AIRES, ARGENTINA	
11. POSITION TITLE OPS OFFICER		12. POSITION NUMBER 0024	
13. SERVICE DESIGNATION D		14. GRADE AND STEP 14 5	
15. CLASSIFICATION SCHEDULE (GS, AB, etc.) GS		16. OCCUPATIONAL SERIES 0136.01	
17. SALARY GR. RATE 17123		18. REMARKS	

SPACE BELOW FOR EXCLUSIVE USE OF THE OFFICE OF PERSONNEL

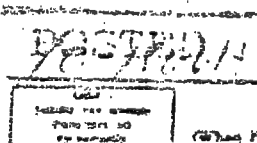
19. ACTION CODE WS		20. EMPLOY CODE 10		21. OFFICE CODES NUMERIC ALPHABETIC		22. STATION CODE		23. INTERVIEW CODE		24. REG. CODE		25. DATE OF BIRTH 06 11 1921		26. DATE OF GRADE		27. DATE OF LEI	
28. HPE EXPIRES MO DA YR		29. SPECIAL REFERENCE		30. RETIREMENT DATA 1. SSC 2. FCB 3. DDCB		31. SEPARATION DATA CODE 600091		32. CORRECTION/CANCELLATION DATA TYPE MO DA YR		33. SECURITY RES ID		34. MIA		EOD DATA			
35. VET. PREFERENCE CODE 1. YES 2. NO		36. SERV. COMP. DATE MO DA YR		37. LONG. COMP. DATE MO DA YR		38. CAREER CATEGORY CODE 1. YES 2. NO		39. HEALTH / HEALTH INSURANCE CODE 1. YES 2. NO		40. SOCIAL SECURITY NO.							
41. PREVIOUS GOVERNMENT SERVICE DATA CODE 1. NO PREVIOUS SERVICE 2. NO SERVICE IN SERVICE 3. SERVICE IN SERVICE AFTER 1 YEAR 2 YEARS 4. SERVICE IN SERVICE AFTER 3 YEARS 4 YEARS				42. LEAVE CAT CODE 1. YES 2. NO		43. FEDERAL TAX DATA FEDERAL TAX DATA				44. STATE TAX DATA STATE TAX DATA							

SIGNATURE FOR OFFICE AUTHORIZATION

1122

Use Previous
Edition

SECRET



00000

"PAY ADJUSTMENT IN ACCORDANCE WITH SALARY SCHEDULES OF PL 89-504
PURSUANT TO AUTHORITY OF DCI AS PROVIDED IN THE CIA ACT OF 1949,
AS AMENDED, AND A-DCI DIRECTIVE DATED 8 OCTOBER 1963."

EFFECTIVE DATE OF PAY ADJUSTMENT: 3 JULY 1966

NAME

Smith, Joseph

SERIAL	ORGN.	FUNDUS	GR-STEP	OLD SALARY	NEW SALARY
007894	51	720	OF GS 14 5	\$16,712	\$17,198

SECRET

(When Filled In)

OCS 05/31/66

NOTIFICATION OF PERSONNEL ACTION

1. SERIAL NUMBER

2 NAME LAST FIRST MIDDLE

007894

Smith: Joseph

3 NATURE OF PERSONNEL ACTION

REASSIGNMENT

4 EFFECTIVE DATE

5 CATEGORY OF EMPLOYMENT

05 | 23 66

FUNDS

Y TO Y

Y 10 00

 $\sigma \sim 10^{-4}$

Y	01	10	01
---	----	----	----

7. COST CENTER NO. CHARGEABLE

8. CSK OR OTHER LEGAL AUTHORITY

6135 0633 0000

9. ORGANIZATIONAL DESIGNATIONS

DDP/WH DIVISION

BR 4 BUENOS AIRES ARGENT ST

10 LOCATION OF OFFICIAL STATION

BUENOS AIRES, ARGENTINA

11. POSITION TITLE

OPS OFFICER

12. POSITION NUMBER

0.984

-13 CAREER SERVICE DESIGNATION

•

14 CLASSIFICATION SCHEDULE (GS, ID, etc)

Q'S

15. OCCUPATIONAL SERIES

0136, 01

16 GRADE AND STEP

.14

17. SALARY OR RATE

18. GIMARKS

SIGNATURE OF OTHER AUTHENTICATION

4-72-40 2-1-50
1-4-3 2-1-50

Use Previous
Edition

SECRET

21291
 1/1/1911
 1/1/1911
 1/1/1911

1. *Wang, J. & Li, Z.*

-40.93

SECRET
(When Filled In)

11 MAR 66

NOTIFICATION OF PERSONNEL ACTION

005

1. SERIAL NUMBER 007394		2. NAME (LAST-FIRST-MIDDLE) Smith, David	
3. NATURE OF PERSONNEL ACTION DESIGNATION AS PARTICIPANT IN CIA RETIREMENT AND DISABILITY SYSTEM		4. EFFECTIVE DATE MO. DA. YR. 03 13 66	5. CATEGORY OF EMPLOYMENT REGULAR
6. FUNDS	V TO V CF TO V X	7. COST CENTER NO. CHARGEABLE 6135 633 0000	8. CSC OR OTHER LEGAL AUTHORITY PL 88-643 SECT. 203
9. ORGANIZATIONAL DESIGNATIONS DDP/WH FOREIGN FIELD UNASSIGNED		10. LOCATION OF OFFICIAL STATION BUENOS AIRES, ARGENTINA	
11. POSITION TITLE OPS OFFICER		12. POSITION NUMBER 0000	13. SERVICE DESIGNATION D
14. CLASSIFICATION SCHEDULE (GS, LR, etc.) GS	15. OCCUPATIONAL SERIES 0136.01	16. GRADE AND STEP 14 5	17. SALARY OR RATE 16712
18. REMARKS EMPLOYEE WILL RECEIVE NOTIFICATION FROM THE DIRECTOR OF PERSONNEL OF THIS DESIGNATION AND RIGHT OF APPEAL TO THE DIRECTOR OF CENTRAL INTELLIGENCE.			

SPACE BELOW FOR EXCLUSIVE USE OF THE OFFICE OF PERSONNEL

19. ACTION CODE 25	20. EMPLOY CODE 10	21. OFFICE CODING NUMERIC ALPHABETIC 51620 WH	22. STATION CODE (0404)	23. INTEGREE CODE	24. HEDGTH CODE 3	25. DATE OF BIRTH MO. DA. YR. 09 16 21	26. DATE OF GRADE MO. DA. YR. 12 23 62	27. DATE OF LEI MO. DA. YR. 12 19 65
28. NTE EXPIRES MO. DA. YR.	29. SPECIAL REFERENCE	30. RETIREMENT DATA 1 - CSC 2 - FICA 3 - NONE 2	31. SEPARATION DATA CODE	32. CORRECTION/CANCELLATION DATA TYPE MO. DA. YR.	33. SECURITY REQ. NO.		34. SEX	
35. VET. PREFERENCE CODE 0 - NONE 1 - 50% 2 - 100%	36. SERV. COMP. DATE MO. DA. YR.	37. LONG COMP. DATE MO. DA. YR.	38. CAREER CATEGORY CIV. RESV. CODE PRO. EMP.	39. FEALTY / HEALTH INSURANCE CODE 0 - WAIVER 1 - YES	40. SOCIAL SECURITY NO.			
41. PREVIOUS GOVERNMENT SERVICE DATA CODE 0 - NO PREVIOUS SERVICE 1 - NO BREAK IN SERVICE 2 - BREAK IN SERVICE LESS THAN 1 YEAR 3 - BREAK IN SERVICE MORE THAN 1 YEAR		42. LEAVE CAT. CODE	43. FEDERAL TAX DATA FORM EXECUTED CODE NO. TAX EXEMPTIONS 1 - YES 2 - NO		44. STATE TAX DATA FORM EXECUTED CODE NO. TAX EXEMPT. STATE CODE 1 - YES 2 - NO			

SIGNATURE OR OTHER AUTHENTICATION

FORM 1150
11-62

Use Previous
Edition

SECRET

GROUP 1
EXCLUDED FROM AUTOMATIC
DOWNGRADING AND
DECLASSIFICATION

(When Filled In)

WJH/T
mll

1. Serial No.		2. Name		3. Cost Center Number		4. LWOP Hours	
007894		<i>Smith, Frank</i>		51 720 CF			
5. OLD SALARY RATE				6. NEW SALARY RATE			
Grade	Step	Salary	Last 1st Date	Grade	Step	Salary	Effective Date
GS 14	4	\$16,204	12/22/63	GS 14	5	\$16,712	12/19/65
7. TYPE ACTION				8. COMMENTS AND AUTHORIZATION			
PSI				LW			
ADI							
NO EXCESS LWOP IN PAY STATUS AT END OF WAITING PERIOD LWOP STATUS AT END OF WAITING PERIOD CLERKS INITIALS AUDITED BY							
I CERTIFY THAT THE WORK OF THE ABOVE NAMED EMPLOYEE IS OF AN ACCEPTABLE LEVEL OF COMPETENCE.							
SIGNATURE: <i>Joseph B. Pagan</i>				DATE: <i>12 16 65</i>			
PAY CHANGE NOTIFICATION							

Form 560E, May 1965 (4-51)

"PAY ADJUSTMENT IN ACCORDANCE WITH SALARY SCHEDULES OF PL 89-301
 PURSUANT TO AUTHORITY OF DCI AS PROVIDED IN THE CIA ACT OF 1949,
 AS AMENDED, AND A DCI POLICY DIRECTIVE DATED 4 OCTOBER 1962."
 EFFECTIVE DATE OF PAY ADJUSTMENT: 10 OCTOBER 1965

NAME
Smith, Frank

SERIAL	ORGN.	FUNDS	GR-STEP	OLD SALARY	NEW SALARY
007894	51	720	CF GS 14 4	\$15,640	\$16,204

SALARY CONVERTED TO RATE SHOWN FOR INDIVIDUAL'S GRADE AND STEP AS INDICATED IN CHART BELOW.

[illegible]

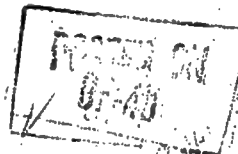
00000

IN ACCORDANCE WITH THE PROVISIONS OF PUBLIC LAW 87-793 AND DCI
MEMORANDUM DATED 1 AUGUST 1956; SALARY IS ADJUSTED AS FOLLOWS,
EFFECTIVE 5 JANUARY 1964.

NAME

~~XXXXXXXXXX~~
Smith, Joseph

SERIAL	ORGN	FUNDS	GR-ST	OLD SALARY	NEW SALARY
007594	51	650	CF GS 14 4	\$14,120	\$14,965



WH-1

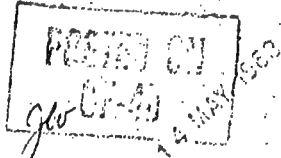
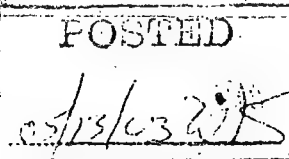
1. Serial No.		2. Name		3. Cost Center Number		4. LWOP Hours	
007894		<i>Smith Joseph</i>		51 650 CF			
5. OLD SALARY RATE				6. NEW SALARY RATE			
Grade	Step	Salary	Last Eff. Date	Grade	Step	Salary	Effective Date
GS 14	3	\$13,695	12/23/62	GS 14	4	\$14,120	12/22/63
7. TYPE ACTION							
PSI LM ADJ.							
8. Remarks and Authentication							
/ / NO EXCESS LWOP / / IN PAY STATUS AT END OF WAITING PERIOD / / LWOP STATUS AT END OF WAITING PERIOD CLERKS INITIALS AUDITED BY: <i>[Signature]</i>							
I CERTIFY THAT THE WORK OF THE ABOVE NAMED EMPLOYEE IS OF AN ACCEPTABLE LEVEL OF COMPETENCE.							
SIGNATURE: <i>[Signature]</i>				DATE: 12/22/63			
c/WH/Z				PAY CHANGE NOTIFICATION			

Form 9-61 560 Obsolete previous Edition

(451)

SECRET
(When Filled In)

10 MAY 63

NOTIFICATION OF PERSONNEL ACTION											
1. SERIAL NUMBER		2. NAME (LAST-FIRST MIDDLE)									
007894		Smith, Joseph									
3. NATURE OF PERSONNEL ACTION						4. EFFECTIVE DATE			5. CATEGORY OF EMPLOYMENT		
REASSIGNMENT						05 12 63			REGULAR		
6. FUNDS		7. COST CENTER NO. CHARGEABLE		8. CSC OR OTHER LEGAL AUTHORITY		9. ORGANIZATIONAL DESIGNATIONS		10. LOCATION OF OFFICIAL STATION			
V TO V		3135 5050 1000		50 USC 403 J		DDP WH BRANCH 2 BUENOS AIRES, ARGENTINA STATION EE UNIT		BUENOS AIRES, ARGENTINA			
U TO V		X		U TO U		11. POSITION TITLE		12. POSITION NUMBER		13. SERVICE DESIGNATION	
						OPS OFFICER		0651		D	
14. CLASSIFICATION SCHEDULE (GS, LB, MC)				15. OCCUPATIONAL SERIES		16. GRADE AND STEP		17. SALARY OR RATE			
GS				0135-01		14 3		13695			
18. REMARKS											
<div style="text-align: center;">  </div>											
SPACE BELOW FOR EXTENSIVE USE OF THE OFFICE OF PERSONNEL											
19. ACTION SO: Transfer		20. SERVICE CODING		21. STATION		22. INTERVIEW		23. RIGHTS		24. DATE OF BIRTH	
CODE		CODE		CODE		CODE		CODE		MO. DA. YR.	
37 10		64650 WH		0474		3		06 16 21			
25. SES CAPS		26. SPECIAL REFERENCE		27. RETIREMENT DATA		28. SEPARATION DATA CODE		29. CORRELATION/CANCELLATION DATA		30. SECURITY REQ. NO.	
NO. 17 18				CODE		TYPE		NO. DA. YR.		31. SEX	
										FOD DATA	
32. PREFERENCE		33. SERV. COMP. DATE		34. LONG SERV. DATE		35. EMPLOY. CATEGORY		36. FEELI/HEALTH INSURANCE		37. SOCIAL SECURITY NO.	
CODE		MO. DA. YR.		MO. DA. YR.		CODE		CODE		NO. DA. YR.	
38. PREVIOUS GOVERNMENT SERVICE DATA				39. LEAVE (SEE 40)				40. FEDERAL TAX DATA			
CODE				CODE				CODE			
1. NO PREVIOUS SERVICE				1. YES				1. YES			
2. NO EMPLOY. IN SERVICE				2. NO				2. NO			
3. EMPLOY. IN SERVICE LESS THAN 1 YEAR											
4. EMPLOY. IN SERVICE MORE THAN 1 YEAR											
41. STATE TAX DATA											
CODE											
1. YES											
2. NO											
42. SIGNATURE OR OTHER AUTHENTICATION											
<div style="text-align: center;">  </div>											

FORM 1150
11-62

Use Previous
Edition

SECRET 9 MAY 1963

GROUP 1
Excluded from automatic
downgrading and
declassification

(When Filled In)

LLG: 21 DEC. 62

SECRET
(When Filled In)

NOTIFICATION OF PERSONNEL ACTION										
1. SERIAL NUMBER 000455		2. NAME (LAST-FIRST-MIDDLE) Carrigan Smith, Joseph B.								
3. NATURE OF PERSONNEL ACTION PROMOTION				4. EFFECTIVE DATE MO. DA. YR. 12 23 62		5. CATEGORY OF EMPLOYMENT REGULAR				
6. FUNDS		V TO V		V TO CP		7. COST CENTER NO. CHARGEABLE 3135 5050 1000		8. CSC OR OTHER LEGAL AUTHORITY 50 USC 403 J		
CF TO V		X		CF TO CP						
9. ORGANIZATIONAL DESIGNATIONS DOP WH BRANCH 2 BUENOS AIRES, ARGENTINA STATION				10. LOCATION OF OFFICIAL STATION BUENOS AIRES, ARGENTINA						
11. POSITION TITLE OPS OFFICER				12. POSITION NUMBER 0848		13. CAREER SERVICE DESIGNATION D				
14. CLASSIFICATION SCHEDULE (GS, LO, etc.) GS		15. OCCUPATIONAL SERIES 0136.01		16. GRADE AND STEP 14 3		17. SALARY OR RATE 13695				
18. REMARKS										
<div style="border: 1px solid black; padding: 5px; width: fit-content; margin: auto;"> RECORDED 12/23/62 JWC </div>										
SPACE BELOW FOR EXCLUSIVE USE OF THE OFFICE OF PERSONNEL										
19. ACTION CODE 22	20. EMPLOY CODE 10	21. OFFICE CODING NUMERIC ALPHABETIC 64650 WH		22. STATION CODE 04041	23. INTEGRAL CODE	24. HEIGHT 3	25. DATE OF BIRTH MO. DA. YR. 06 16 21		26. DATE OF GRADE MO. DA. YR. 12 23 62	27. DATE OF LEI MO. DA. YR. 12 23 62
28. NIE EXPIRES MO. DA. YR.		29. SPECIAL REFERENCE 80		30. RETIREMENT DATA 1. CSL 2. FICA 3. NONE		31. SEPARATION DATA CODE		32. CORRECTION/CANCELLATION DATA TYPE MO. DA. YR.		33. SECURITY REG. NO.
34. VET. PREFERENCE CODE 0 - NONE 1 - 0 PT. 2 - 10 PT.		35. SERV. COMP. DATE MO. DA. YR.		36. LONG. COMP. DATE MO. DA. YR.		37. CAREER CATEGORY CSC 1 - YES 2 - NO		38. FEGLI / HEALTH INSURANCE CODE 0 - DRIVER 1 - YES		39. SOCIAL SECURITY NO.
40. PREVIOUS GOVERNMENT SERVICE DATA CODE 0 - NO PREVIOUS SERVICE 1 - NO BREAK IN SERVICE 2 - BREAK IN SERVICE (LESS THAN 3 YRS) 3 - BREAK IN SERVICE (MORE THAN 3 YRS)		41. LEAVE CAT. CODE		42. FEDERAL TAX DATA FORM EXECUTED CODE NO TAX EXEMPTIONS 1 - YES 2 - NO		43. STATE TAX DATA FORM EXECUTED CODE NO TAX EXEMPTIONS 1 - YES 2 - NO		44. STATE TAX DATA		
SIGNATURE OR OTHER AUTHENTICATION										
<div style="border: 1px solid black; padding: 5px; width: fit-content; margin: auto;"> POSTED 01/14/63 </div>										

FORM 1150
4-62

Use Previous Edition

21-1082

SECRET

 (When Filled In)
 (When Filled In)
 (When Filled In)

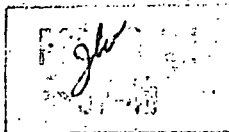
(When Filled In)

000000

118

IN ACCORDANCE WITH THE PROVISIONS OF PUBLIC LAW 87 - 794 AND
DCI MEMORANDUM DATED 1 AUGUST 1964, SALARY IS ADJUSTED AS FOLLOWS:
EFFECTIVE 14 OCTOBER 1962

NAME	SERIAL	ORGN	FUNDS	OLD GR-ST	OLD SALARY	NEW GR-ST	NEW SALARY
<u>Smith, Joseph</u>	<u>007894</u>						
	24-25	44630	CF	13	5	13	5
					\$11575		\$12610



ABM: 1 JUNE 62

SECRET
(When Filled In)

OAS NOTIFICATION OF PERSONNEL ACTION											
1. SERIAL NUMBER 001894 03CH55		2. NAME (LAST-FIRST-MIDDLE) Smith, Joseph									
3. NATURE OF PERSONNEL ACTION EXCEPTED APPOINTMENT (CAREER)				4. EFFECTIVE DATE MO. DA. YR. 05 27 62		5. CATEGORY OF EMPLOYMENT REGULAR					
6. FUNDS V TO V CF TO V		V TO CF X		7. COST CENTER NO. CHARGEABLE 2135 5050 1000		8. CSC OR OTHER LEGAL AUTHORITY 50 USC 403 J					
9. ORGANIZATIONAL DESIGNATIONS DDP WH BRANCH 2 BUENOS AIRES ARGENTINA STATION				10. LOCATION OF OFFICIAL STATION BUENOS AIRES, ARGENTINA							
11. POSITION TITLE OPS OFFICER				12. POSITION NUMBER 0848		13. CAREER-SERVICE DESIGNATION D					
14. CLASSIFICATION SCHEDULE (GS, LB, etc.) GS		15. OCCUPATIONAL SERIES C136.01		16. GRADE AND STEP 13 5		17. SALARY OR RATE 11675					
18. REMARKS <div style="text-align: right; border: 1px solid black; padding: 5px; display: inline-block;"> POSTED ON 26 June 62 </div>											
SPACE BELOW FOR EXCLUSIVE USE OF THE OFFICE OF PERSONNEL											
19. ACTION CODE 13	20. EMPLOY CODE 10	21. OFFICE CODING NUMERIC ALPHABETIC 01650 WH		22. STATION CODE 04041	23. INTERSEC CODE	24. MONTH CODE 3	25. DATE OF BIRTH MO. DA. YR. 06 16 21		26. DATE OF GRADE MO. DA. YR. 10 09 55		27. DATE OF LEI MO. DA. YR. 10 01 61
28. NTE EXPIRES MO. DA. YR. 30		29. SPECIAL REFERENCE 30		30. RETIREMENT DATA 1. CSC 2. FICA 3. NONE CODE 1		31. SEPARATION DATA CODE TYPE MO. DA. YR.		32. CORRECTION/AMENDMENT DATA MO. DA. YR.		33. SECURITY REQ. NO. 07894	
34. VLT PREFERENCE CODE 1		35. SERV. COMP. DATE MO. DA. YR. 10 03 45		36. LONG COMP. DATE MO. DA. YR. 09 17 51		37. MIL. SERV. CREDIT/LCO 1. YES 2. NO CODE C		38. FEGLI / HEALTH INSURANCE CODE 1		39. SOCIAL SECURITY NO.	
40. PREVIOUS GOVERNMENT SERVICE DATA CODE 1				41. LEAVE CAT. CODE 6		42. FEDERAL TAX DATA FED. EMPLOYER CODE 1. YES 2. NO 0 0		43. STATE TAX DATA CODE 1. YES 2. NO		44. STATE CODE	
SIGNATURE OR OTHER AUTHENTICATION <div style="text-align: right; border: 1px solid black; padding: 5px; display: inline-block;"> POSTED 26/07/62 UK </div>											

ARM: 1 JUNE 62

SECRET
(When Filled In)

OEF

NOTIFICATION OF PERSONNEL ACTION

1. SERIAL NUMBER

2. NAME (LAST-FIRST-MIDDLE)

007894

SMITH JOSEPH B

3. NATURE OF PERSONNEL ACTION

4. EFFECTIVE DATE

5. CATEGORY OF EMPLOYMENT

RESIGNATION

MO. DA. YR.
05 26 62

REGULAR

6. FUNDS

X

V TO V

V TO CP

CP TO V

CP TO CP

7. COST CENTER NO. CHARGEABLE

8. CSC OR OTHER LEGAL AUTHORITY

2235 1000 1000

9. ORGANIZATIONAL DESIGNATIONS

10. LOCATION OF OFFICIAL STATION

DDP WH
BRANCH 1
VENEZUELA SECTION

WASH., D. C.

11. POSITION TITLE

12. POSITION NUMBER

13. CAREER SERVICE DESIGNATION

OPS OFFICER

0505

D

14. CLASSIFICATION SCHEDULE (GS, LB, etc.)

15. OCCUPATIONAL SERIES

16. GRADE AND STEP

17. SALARY OR RATE

GS

0136.01

13 5

11675

18. REMARKS

SPACE BELOW FOR EXCLUSIVE USE OF THE OFFICE OF PERSONNEL

19. ACTION CODE	20. EMPLOY CODE	21. OFFICE CODING	22. STATION CODE	23. INTEGRATE CODE	24. HIRING CODE	25. DATE OF BIRTH	26. DATE OF GRADE	27. DATE OF LGS
45	10					05 16 21		
28. MTR EXPIRES	29. SPECIAL REFERENCE	30. RETIREMENT DATA	31. SEPARATION DATA CODE	32. CORRECTION CANCELLATION DATA	EOD DATA			
MO. DA. YR.		1. CODE 2. PICA 3. NONE	180009					
33. VET. PREFERENCE	34. SERV. COMP. DATE	35. LONG. COMP. DATE	36. MIL. SERV. CREDIT/AGD	37. FEGLI / HEALTH INSURANCE	38. SOCIAL SECURITY NO.			
CODE	MO. DA. YR.	MO. DA. YR.	1. YES 2. NO	CODE	CODE	0 - WAIVER 1 - YES	HEALTH INS. CODE	
41. PREVIOUS GOVERNMENT SERVICE DATA	42. LEAVE CAT. CODE	43. FEDERAL TAX DATA		44. STATE TAX DATA				
CODE		FORM EXECUTED CODE		FORM EXECUTED				
0 - NO PREVIOUS SERVICE 1 - NO BREAK IN SERVICE 2 - BREAK IN SERVICE (LESS THAN 12 MOS) 3 - BREAK IN SERVICE (MORE THAN 12 MOS)		1. YES 2. NO		1. YES 2. NO				

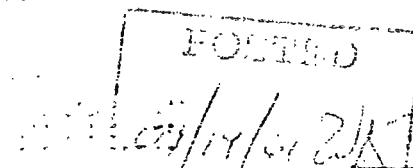
SIGNATURE OR OTHER AUTHENTICATION

POSTED

06/04/62 ZLK

AES: 15 SEPT 61

SECRET
(When Filled In)

NOTIFICATION OF PERSONNEL ACTION											
1. SERIAL NUMBER		2. NAME (LAST-FIRST-MIDDLE)									
007894		SMITH JOSEPH B									
3. NATURE OF PERSONNEL ACTION						4. EFFECTIVE DATE		5. CATEGORY OF EMPLOYMENT			
REASSIGNMENT						09 15 61		REGULAR			
6. FUNDS		X		V TO V		V TO U		7. COST CENTER NO. CHARGEABLE		8. CSC OR OTHER LEGAL AUTHORITY	
U TO V		U TO U		2235 1000 1000		50 USC 403 J					
9. ORGANIZATIONAL DESIGNATIONS						10. LOCATION OF OFFICIAL STATION					
DDP WH BRANCH 1 VENEZUELA SEC						WASH., D.C.					
11. POSITION TITLE						12. POSITION NUMBER		13. CAREER SERVICE DESIGNATION			
OPS OFFICER						6505		D			
14. CLASSIFICATION SCHEDULE (GS, WD, etc.)				15. OCCUPATIONAL SERIES		16. GRADE AND STEP		17. SALARY OR RATE			
GS				0136.01		13 4		11415			
18. REMARKS											
SPACE BELOW FOR EXCLUSIVE USE OF THE OFFICE OF PERSONNEL											
19. ACTION CODE		20. EMPLOY CODE		21. OFFICE CODING		22. STATION CODE		23. INTEREST CODE		24. DATE OF BIRTH	
37		10		64360 WH		75013		1		06 16 21	
25. HSE EMPLOY		26. SPECIAL REFERENCE		27. RETIREMENT DATA		28. SEPARATION DATA CODE		29. CONNECTION/CANCELLATION DATA		30. DATE OF GRADE	
MU DA TR				1. CSC 2. FICA 3. NONE		DATA CODE		MU DA TR		31. DATE OF LEL	
										32. SECURITY REG NO	
33. VET. PREFERENCE		34. SERV. COMP. DATE		35. LONG COMP. DATE		36. MIL. SERV. CREDIT/LED		37. REG. / HEALTH INSURANCE		38. SOCIAL SECURITY NO	
CODE		NO GA TR		NO DA TR		1. YES 2. NO		CODE CODE		39. SOCIAL SECURITY NO	
0. NONE 1. 5 PT 2. 10 PT								40. HEALTH INS. CODE			
41. PREVIOUS GOVERNMENT SERVICE DATA				42. LEAVE CAT. CODE				43. FEDERAL TAX DATA			
CODE				CODE				STATE TAX DATA			
0. NO PREVIOUS SERVICE 1. NO BREAK IN SERVICE 2. BREAK IN SERVICE LONGER THAN 12 MONTHS 3. BREAK IN SERVICE SHORTER THAN 12 MONTHS				44. LEAVE CAT. CODE				45. FEDERAL TAX DATA			
				46. LEAVE CAT. CODE				47. STATE TAX DATA			
				48. LEAVE CAT. CODE				49. STATE TAX DATA			
SIGNATURE OR OTHER AUTHENTICATION											
<div style="text-align: right;">  FORWARDED 09/15/61 JKS </div>											

Form 1150
6-60Obsolete Previous
Editions

SECRET

ARE:25 AUG 1961

SECRET
(When Filled In)

NOTIFICATION OF PERSONNEL ACTION									
1. SERIAL NUMBER		2. NAME (LAST-FIRST-MIDDLE)							
007894		SMITH JOSEPH B							
3. NATURE OF PERSONNEL ACTION				4. EFFECTIVE DATE		5. CATEGORY OF EMPLOYMENT			
REASSIGNMENT				08 25 61		REGULAR			
6. FUNDS		X		V TO V		V TO CF		7. COST CENTER NO. CHARGEABLE	
		CF TO V		CF TO CF		2235 1000 1000		8. CSC OR OTHER LEGAL AUTHORITY	
						50 USC 403 J			
9. ORGANIZATIONAL DESIGNATIONS				10. LOCATION OF OFFICIAL STATION					
DDP WH BRANCH I VENEZUELA SECTION				WASH., D. C.					
11. POSITION TITLE				12. POSITION NUMBER		13. CAREER SERVICE DESIGNATION			
OPS OFFICER				0459		D			
14. CLASSIFICATION SCHEDULE (GS, WB, etc.)		15. OCCUPATIONAL SERIES		16. GRADE AND STEP		17. SALARY OR RATE			
GS		0136.01		13 4		11415			
18. REMARKS									
SPACE BELOW FOR EXCLUSIVE USE OF THE OFFICE OF PERSONNEL									
19. ACTION CODE	20. EMPLOY CODE	21. OFFICE (USING)		22. STATION CODE	23. INSURANCE CODE	24. PARTIAL CODE	25. DATE OF BIRTH	26. DATE OF GRADE	27. DATE OF LET
37	10	64300 WH		75013		1	06 16 21		
28. RET. EXPIRES	29. SPECIAL REFERENCE	30. RETIREMENT DATA		31. SEPARATION DATA CODE	32. CORRECTION/CANCELLATION DATA		33. SECURITY RES. NO.		
							EOD DATA		
34. PFI. PREFERENCE	35. SEVP. COMP. DATE	36. LONG COMP. DATE	37. MIL. SERV. CREDIT/CG	38. FEGLI / HEALTH INSURANCE		39. SOCIAL SECURITY NO.			
40. PREVIOUS GOVERNMENT SERVICE DATA		41. LEAVE EXT. CODE		42. FEDERAL TAX DATA		43. STATE TAX DATA			
SIGNATURE OR OTHER AUTHENTICATION									
<div style="text-align: right;"> <p>101111</p> <p>08/29/61 JIK</p> </div>									

7/25/61

SECRET
(When Filled In)

31/11
2/1/61
100-25-2501-01

1. Serial No.		2. Name		3. Cost Center Number		4. LWOP Hours		
07826		SMITH JOSEPH R.		WH 7A V				
5. OLD SALARY RATE				6. NEW SALARY RATE				
Grade	Step	Salary	Last Eff. Date	Grade	Step	Salary	Effective Date	
GS	13	4	\$11,415	04/03/60	13	5	\$11,675	10/01/61
7. TYPE ACTION								
PSI LSI ADJ.								
8. Remarks and Authentication								
<p>✓ NO EXCESS LWOP</p> <p>✓ IN PAY STATUS AT END OF WAITING PERIOD</p> <p>✓ IN LWOP STATUS AT END OF WAITING PERIOD</p> <p style="text-align: right;">(20) WK</p> <p style="text-align: center;">PAY CHANGE NOTIFICATION</p>								

Form 560
7-60 Obsolete Previous Edition

SECRET

(4-51)

SECRET
(When Filled In)

BLT 30 SEPT 1960

NOTIFICATION OF PERSONNEL ACTION											
1. SERIAL NUMBER		2. NAME (LAST FIRST MIDDLE)									
007894		SMITH JOSEPH B									
3. NATURE OF PERSONNEL ACTION						4. EFFECTIVE DATE		5. CATEGORY OF EMPLOYMENT			
REASSIGNMENT						10 02 60		REGULAR			
6. FUNDS		7. V TO V		8. V TO CF		9. COST CENTER NO. CHARGEABLE		10. CSC OR OTHER LEGAL AUTHORITY			
X						1221 1000 1000		50 USC 403			
11. ORGANIZATIONAL DESIGNATIONS						12. LOCATION OF OFFICIAL STATION					
DDP CA STAFF PROPAGANDA GROUP GUIDANCE BRANCH						WASH., D. C.					
13. POSITION TITLE						14. POSITION NUMBER		15. CAREER SERVICE DESIGNATION			
OPS OFFICER						0356		D			
16. CLASSIFICATION SCHEDULE (GS, WB, etc.)			17. OCCUPATIONAL SERIES			18. GRADE AND STEP			19. SALARY OR RATE		
GS			0136.01			13 4			11415		
20. REMARKS											
<div style="border: 1px solid black; padding: 5px; width: fit-content; margin: auto;"> <p align="center">FOLDED</p> <p align="center">10-20 60 WP</p> </div>											
SPACE BELOW FOR EXCLUSIVE USE OF THE OFFICE OF PERSONNEL											
21. ACTION CODE	22. EMPLOY CODE	23. OFFICE CODING		24. STATION CODE	25. INTEREST CODE	26. RATING	27. DATE OF BIRTH		28. DATE OF GRADE	29. DATE OF LEI	
37	10	44300	CA	75013		1	06	16	21		
30. HIE EXPIRES		31. SPECIAL REFERENCE		32. RETIREMENT DATA		33. SEPARATION DATA CODE		34. CORRECTION/CANCELLATION DATA		35. SECURITY RFO NO.	
NO DA				1. CODE 2. FICS 3. NONE		CODE		TYPE NO DA		EOD DATA	
36. VET. PREFERENCE		37. SERV. COMP. DATE		38. LONG COMP. DATE		39. MIL. SER. CREDIT-CCO		40. FEGLI/HEALTH INSURANCE		41. SOCIAL SECURITY NO.	
CODE 0-NO P 1-5 YR 2-10 YR		NO DA		NO DA		1-YES 2-NO		CODE 0-NO P 1-YES 2-YES		NO DA	
42. PREVIOUS GOVERNMENT SERVICE DATA				43. LEAVE (A)				44. FEDERAL TAX DATA			
CODE 0-NO PREVIOUS SERVICE 1-2 YEARS IN SERVICE 2-3 YEARS IN SERVICE (LESS THAN 12 MOS) 3-BREAK IN SERVICE (MORE THAN 12 MOS)				CODE				CODE NO TAX DEDUCTIONS 1-YES 2-NO			
								45. STATE TAX DATA			
								CODE NO TAX DEDUCTIONS 1-YES 2-NO			
SIGNATURE OR OTHER AUTHENTICATION											

00000

IN ACCORDANCE WITH THE PROVISIONS OF P. L. 86-568 AND DCI MEMO DATED
1 AUGUST 1986, SALARY IS ADJUSTED AS FOLLOWS EFFECTIVE 10 JULY 1980.

SD	NAME	SERIAL	ORGN	GR-ST	OLD SALARY	NEW SALARY
D	SMITH JOSEPH B	107894	42 30	GS-13 4	\$10,610	\$11,415

/S/ EMMETT D. ECHOLS
DIRECTOR OF PERSONNEL

SECRET
(When Filled In)

PAS: 25 JULY 1960												NOTIFICATION OF PERSONNEL ACTION											
1. Serial No.		2. Name (Last-First-Middle)						3. Date Of Birth			4. Vol. Prof.		5. Sex		6. Civilian								
107894		SMITH JOSEPH B						Mo. Da. Yr. 06 16 21			None-0 5 Pt-1 10 Pt-9		Code 1		M 1		Mo. Da. Yr. 05 17 51						
7. SCD		8. CSC Reint.		9. CSC Or Other Legal Authority		10. Apmt. Allidav.			11. FEGLI		12. LCP		13. Bt. Term										
Mo. Da. Yr. 10 03 48		Yes-1 No-2 1		50 USCA 403		Mo. Da. Yr. 10 03 48			Yes-1 No-2 1		Mo. Da. Yr. 09 17 51		Yes-1 No-2 2										

PREVIOUS ASSIGNMENT

14. Organizational Designations				Code		15. Location Of Official Station				Section Code	
DDP FE BRANCH 3 PHILIPPINES STATION PP SECTION				5161		MANILA, R.P.				57557	
16. Dept. - Field		17. Position Title		18. Position No.		19. Serv.		20. Comm. Series			
DDP - 2 USMID - 4 Fign - 6		Code 5 OPS OFFICER		0710		GS		0136.01			
21. Grade & Step		22. Salary Or Rate		23. SD		24. Date Of Grade		25. PSI Due		26. Appropriation Number	
13 4		\$ 10610		D		Mo. Da. Yr. 10 09 55		Mo. Da. Yr. 10 05 58		8 3780 55 006	

ACTION

27. Nature Of Action		Code		28. Eff. Date		29. Type Of Employee		Code		30. Separation Data	
REASSIGNMENT & TRANSFER TO VOUCHERED FUNDS		02		Mo. Da. Yr. 05 29 60		REGULAR		01			

PRESENT ASSIGNMENT

31. Organizational Designations				Code		32. Location Of Official Station				Section Code	
DDP COVERT ACTION STAFF PROPAGANDA GROUP MEDIA BRANCH				4230		WASH., D.C.				75013	
33. Dept. - Field		34. Position Title		35. Position No.		36. Serv.		37. Comm. Series			
DDP - 2 USMID - 4 Fign - 6		Code 2 OPS OFFICER		0399		GS		0136.01			
38. Grade & Step		39. Salary Or Rate		40. SD		41. Date Of Grade		42. PSI Due		43. Appropriation Number	
13 4		\$ 10610		D		Mo. Da. Yr. 10 09 55		Mo. Da. Yr. 10 01 61		0221 1000 1000	
44. Remarks											
<p align="center">[REDACTED]</p> <p align="center">[REDACTED]</p> <p align="center">[REDACTED]</p>											

0. OLD SALARY RATE						7. NEW SALARY RATE					
GRADE	STEP	SALARY	LAST EFFECTIVE DATE			GRADE	STEP	SALARY	EFFECTIVE DATE		
			MO.	DA.	YR.				MO.	DA.	YR.
GS 13	2	\$10,130	04	07	57	GS 13	3	\$10,370	10	05	58

TO BE COMPLETED BY THE OFFICE OF THE COMPTROLLER

8. CHECK ONE ☐ NO EXCESS LWOP ☐ EXCESS LWOP

IF EXCESS LWOP, CHECK FOLLOWING:

☐ IN PAY STATUS AT END OF WAITING PERIOD

☐ IN LWOP STATUS AT END OF WAITING PERIOD

9. NUMBER OF HOURS LWOP

10. INITIALS OF CLERK

11. AUDITED BY

TO BE COMPLETED BY THE OFFICE OF PERSONNEL

12. PROJECTED SALARY RATE AND EFFECTIVE DATE

GRADE	STEP	SALARY	MO.	DA.	YR.

13. REMARKS

14. AUTHENTICATION

SECRET
(WHEN FILLED IN)

1. EMP. SERIAL NO. 507894

2. NAME SMITH JOSEPH B

3. ASSIGNED ORGAN. DDP/FE - 34

4. FUNDS UV

5. ALLOTMENT

6. OLD SALARY RATE						7. NEW SALARY RATE					
GRADE	STEP	SALARY	LAST EFFECTIVE DATE			GRADE	STEP	SALARY	EFFECTIVE DATE		
			MO.	DA.	YR.				MO.	DA.	YR.
GS 13	2	\$10,130	04	07	57	GS 13	3	\$10,370	10	05	58

REMARKS

PERM-722

CERTIFICATION

I CERTIFY THAT THE SERVICE AND CONDUCT OF THE ABOVE NAMED EMPLOYEE ARE SATISFACTORY.

TYPED, OR PRINTED, NAME OF SUPERVISOR Frank T. Driscoll FE/P/PSH

DATE 10 OCT 57

SIGNATURE OF SUPERVISOR *Frank T. Driscoll*

PERIODIC STEP INCREASE

SECRET
(WHEN FILLED IN)

1. EMP. SERIAL NO. 507894

2. NAME SMITH JOSEPH B

3. ASSIGNED ORGAN. DDP/FE 23

4. FUNDS UV

5. ALLOTMENT

6. OLD SALARY RATE						7. NEW SALARY RATE					
GRADE	STEP	SALARY	LAST EFFECTIVE DATE			GRADE	STEP	SALARY	EFFECTIVE DATE		
			MO.	DA.	YR.				MO.	DA.	YR.
GS 13	3	\$10,370	10	05	58	GS 13	4	\$10,610	04	03	60

TO BE COMPLETED BY THE OFFICE OF COMPTROLLER

8. CHECK ONE ☒ NO EXCESS LWOP ☐ EXCESS LWOP

IF EXCESS LWOP, CHECK FOLLOWING:

☐ IN PAY STATUS AT END OF WAITING PERIOD

☐ IN LWOP STATUS AT END OF WAITING PERIOD

9. NUMBER OF HOURS LWOP

10. INITIALS OF CLERK

11. AUDITED BY

TO BE COMPLETED BY THE OFFICE OF PERSONNEL

12. TYPE OF ACTION

☐ P 1 ☐ L 1 ☐ PAY INCREASE

13. REMARKS

14. AUTHENTICATION

PAY CHANGE NOTIFICATION

SECRET

OFFICIAL PERSONNEL FOLDER

S E C R E T

GENERAL SCHEDULE SALARY INCREASE RETROACTIVELY EFFECTIVE
12 JANUARY 1958 AUTHORIZED BY P. L. 85 - 462 AND DCI
DIRECTIVE. SALARY AS OF 15 JUNE 1958 ADJUSTED AS FOLLOWS

NAME	SERIAL	GRADE-STEP	OLD SALARY	NEW SALARY
SMITH JOSEPH B	507894	GS-13-2	\$ 9,205	\$10,130

GORDON W. STEWART
/S/ DIRECTOR OF PERSONNEL

S E C R E T

SECRET

(When Filled In)

NOTIFICATION OF PERSONNEL ACTION

DMG 7 FEB 58

1. Serial No.		2. Name (Last-First-Middle)				3. Date Of Birth			4. Vet. Prof.		5. Sex		6. CS - EOD				
507894		SMITH JOSEPH B				Mo. Da. Yr.			None-0 5 Pt-1 10 Pt-2		Code		Mo. Da. Yr.				
Mo. Da. Yr.		Yes-1 No-2		Code		10. Appt. Affidav.			11. FEGLI		12. ECD		13. WH. Enroll. Yr.				
10 03 38		1		50 USCA 403		Mo. Da. Yr.			Yes-1 No-2		Code		Mo. Da. Yr.		Yes-1 No-2		
													09 17 51		2		

PREVIOUS ASSIGNMENT

14. Organizational Designations				Code		15. Location Of Official Station				Station Code			
DDP FE BR 5 OFFICE OF THE CHIEF				5121		WASH. D. C.				75013			
16. Dept. - Field		Code		17. Position Title				18. Position No.		19. Serv.		20. Occup. Series	
Doct - 1 USMID - 3 Frag - 5		2		AREA OPS OF D BR CH				3369		GS		0136.01	
21. Grade & Step		22. Salary Or Rate		23. SD		24. Date Of Grade		25. PSK Due		26. Appropriation Number			
13 2		\$ 9205		BP		Mo. Da. Yr.		Mo. Da. Yr.		8 3700 20			
						10 109 155		10 105 158					

ACTION

27. Nature Of Action		Code		28. Eff. Date		29. Type Of Employee		Code		30. Separation Data	
REASSIGNMENT TRANSFER TO UNVOUCHERED FUNDS		05		02 09 58		REGULAR		01			

PRESENT ASSIGNMENT

31. Organizational Designations				Code		32. Location Of Official Station				Station Code			
DDP FE BRANCH 3 PHILIPPINES STATION PP SECTION				5161		MANILA P. I.				57557			
33. Dept. - Field		Code		34. Position Title				35. Position No.		36. Serv.		37. Occup. Series	
Doct - 1 USMID - 3 Frag - 5		5		OPS OFF PP				0710		GS		0136.31	
38. Grade & Step		39. Salary Or Rate		40. SD		41. Date Of Grade		42. PSI Due		43. Appropriation Number			
13 2		\$ 9205		DP		Mo. Da. Yr.		Mo. Da. Yr.		8 3780 55 006			
						10 103 155		10 105 158					

44. Remarks

SUBJECT TO APPROVED MEDICAL CLEARANCE PRIOR TO BEING SENT OVERSEAS.

POSTED

1000 1/14/58

SECRET
(When Filled In)

NOTIFICATION OF PERSONNEL ACTION

DWG.

1. Serial No.		2. Name (Last-First-Middle)				3. Date Of Birth			4. Vol. Prof.		5. Sex		6. CS - FOD			
107894		SMITH JOSEPH B				Mo.	Da.	Yr.	None-0 5 Pt-1 10 Pt-2	Code		M	1	Mo.	Da.	Yr.
7. SCD		8. CSC Rmt.		9. CSC Or Other Legal Authority		10. Apmt. Affidav.			11. FEGLI		12. LCD		13. Min. Serv.			
Mo.	Da.	Yr.	Yes-1 No-2	Code		Mo.	Da.	Yr.	Yes-1 No-2	Code	Mo.	Da.	Yr.	Yes-1 No-2	Code	
10	03	48		1							0	17	51		2	

PREVIOUS ASSIGNMENT

14. Organizational Designations				Code	15. Location Of Official Station				Station Code	
DDP FE BR 5 MALAYA & AUSTRALIA SEC OFFICE OF THE CHIEF					WASH. D. C.					
16. Dept. - Field		17. Position Title			18. Position No.		19. Serv.	20. Occup. Series		
Dept. - 2 USfld - 4 Frgh - 6	Code	AREA OPS OFF CH			303		GS	0136.01		
21. Grade & Step		22. Salary Or Rate		23. SD	24. Date Of Grade		25. PSI Due		26. Appropriation Number	
13.2		\$ 9205		DP	Mo.	Da.	Yr.	Mo.	Da.	Yr.
									8 3700 20	

ACTION

27. Nature Of Action		Code	28. Eff. Date		29. Type Of Employee		Code	30. Separation Data	
REASSIGNMENT		56	Mo.	Da.	Yr.	REGULAR		01	
			11	17	57				

PRESENT ASSIGNMENT

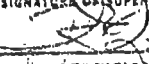
31. Organizational Designations				Code	32. Location Of Official Station				Station Code	
DDP FE BR 5 OFFICE OF THE CHIEF				5121	WASH. D. C.				75013	
33. Dept. - Field		34. Position Title			35. Position No.		36. Serv.	37. Occup. Series		
Dept. - 2 USfld - 4 Frgh - 6	Code	AREA OPS OF D BR CH			3309		GS	0136.01		
38. Grade & Step		39. Salary Or Rate		40. SD	41. Date Of Grade		42. PSI Due		43. Appropriation Number	
13.2		\$ 9205		DP	Mo.	Da.	Yr.	Mo.	Da.	Yr.
					10	10	55	10	10	55
									8 3700 20	

44. Remarks

POSTED

11/24/57 *JP*

SECRET
(WHEN FILLED IN)

1. EMP. SERIAL NO.		2. NAME			3. ASSIGNED ORGAN.		4. FUNDS	5. ALLCOT			
107894		SMITH JOSEPH B			DDP/FE 14		V-20				
6. OLD SALARY RATE					7. NEW SALARY RATE						
GRADE	STEP	SALARY	LAST EFFECTIVE DATE			GRADE	STEP	SALARY	EFFECTIVE DATE		
			MO.	DA.	YR.				MO.	DA.	YR.
13	1	\$ 8,990	10	09	55	13	2	\$ 9,205	04	06	57
REMARKS											
CERTIFICATION											
I CERTIFY THAT THE SERVICE AND CONDUCT OF THE ABOVE NAMED EMPLOYEE ARE SATISFACTORY.											
TYPED, OR PRINTED, NAME OF SUPERVISOR					DATE		SIGNATURE OF SUPERVISOR				
R H LINDA					139MAY 7		 C.F. 1				
PERIODIC STEP INCREASE - CERTIFICATION											

FORM NO. 560
1 MAR. 55

SECRET

PERSONNEL FOLDER (1)

121

CENTRAL INTELLIGENCE AGENCY

CONFIDENTIAL

NOTIFICATION OF PERSONNEL ACTION

141

1. NAME (MR - MISS - MRS - ONE GIVEN NAME, INITIAL(S), AND SURNAME) Mr. Joseph B. Smith 10789A		2. DATE OF BIRTH 16 Jan 1921		3. JOURNAL OR ACTION NO.		4. DATE 5 Dec 1956	
This is to notify you of the following action affecting your employment:							
5. NATURE OF ACTION (USE STANDARD TERMINOLOGY) Reassignment 01				6. EFFECTIVE DATE 2 Dec 1956		7. CIVIL SERVICE OR OTHER LEGAL AUTHORITY 50 USCA 403 J	
FROM				TO			
Ops Officer (PP) EP-923 GS-0136.31-13 \$8990.00 per annum MS/PS Branch 5 Malaya Singapore Station				Area Ops Officer (CH) EP-303-13 GS-0136.01-13 \$8990.00 per annum MS/PS Branch 5 Malaya & Australia Section Office of the Chief			
Singapore				Washington, D. C.			
<input checked="" type="checkbox"/> FIELD <input type="checkbox"/> DEPARTMENTAL				<input type="checkbox"/> FIELD <input checked="" type="checkbox"/> DEPARTMENTAL			
13. VETERAN'S PREFERENCE NONE <input type="checkbox"/> WWII <input type="checkbox"/> OTHER <input checked="" type="checkbox"/> 5 PT. <input type="checkbox"/> 10 POINT <input type="checkbox"/>				14. POSITION CLASSIFICATION ACTION NEW <input type="checkbox"/> VICE <input type="checkbox"/> I. A. <input type="checkbox"/> REAL <input type="checkbox"/>			
15. SEX <input checked="" type="checkbox"/> M <input type="checkbox"/> F				16. DATE OF APPOINTMENT AFFIDAVITS (ACCESSIONS ONLY) ED/EP			
16. APPROPRIATION FROM: 7-3745-55-042 TO: 7-3700-20 750-13				17. SURVIVOR TO C. S. RETIREMENT ACT (1954-55) Yes			
18. LEGAL RESIDENCE <input type="checkbox"/> CLAIMED <input type="checkbox"/> PROVED STATE:							
20. REMARKS: 3 MOD 09/17/51 "Transfer to Vouchered Funds FROM Unvouchered Funds." <div style="border: 1px solid black; padding: 5px; display: inline-block;">FILED 1956</div> CONFIDENTIAL							
ENTRANCE PERFORMANCE RATING: Director of Personnel							

4. PERSONNEL FOLDER COPY

12/06/56

U (2 PART)
 APRIL 1951
 COMPILED BY
 CIVIL SERVICE COMMISSION
 FEDERAL PERSONNEL MANUAL

SECRET

(WHEN FILLED IN)

MJW

NOTIFICATION OF PERSONNEL ACTION

1. NAME (MR., MRS., MISS, ORS GIVEN NAME, INITIAL(S), AND SURNAME) MR. JOSEPH B. SMITH		2. DATE OF BIRTH 16 Jun 1921		3. JOURNAL OR ACTION NO.		4. DATE 6 Sept 1956	
This is to notify you of the following action affecting your employment:							
5. NATURE OF ACTION (USE STANDARD TERMINOLOGY) Conversion from FSS Status 60				6. EFFECTIVE DATE 26 Aug 1956		7. CIVIL SERVICE OR OTHER LEGAL AUTHORITY 5C USCA 403 J	
FROM		8. POSITION TITLE		TO			
Ops. Officer (FP) BFF-923 (Info. Officer) GS-0136.31-13 \$8990.00 per annum (FSS-5 \$8015.00 per annum)		9. SERVICE, SERIES, GRADE, SALARY 516900		Ops. Officer (FP) BFF-923 GS-0136.31-13 \$8990.00 per annum			
		10. ORGANIZATIONAL DESIGNATIONS 516900		DDP/FE Branch 5 Malaya Singapore Station Singapore			
		11. HEADQUARTERS 5					
12. FIELD OR DEPTL.				12. FIELD OR DEPTL.			
<input checked="" type="checkbox"/> FIELD <input type="checkbox"/> DEPARTMENTAL		<input checked="" type="checkbox"/> FIELD <input type="checkbox"/> DEPARTMENTAL		<input checked="" type="checkbox"/> FIELD <input type="checkbox"/> DEPARTMENTAL		<input checked="" type="checkbox"/> FIELD <input type="checkbox"/> DEPARTMENTAL	
13. VETERAN'S PREFERENCE				14. POSITION CLASSIFICATION ACTION			
NONE WWII OTHER 5-PT. 10-POINT X				NEW VICE I, A. REAL SD/DP			
15. RACE W		16. APPROPRIATION 3745-55-042 same 430-51		17. SUBJECT TO C. S. RETIREMENT ACT YES		18. DATE OF APPOINTMENT AFFIDAVIT (ACQUISITIONS ONLY)	
						19. LEGAL RESIDENCE <input checked="" type="checkbox"/> CLAIMED <input type="checkbox"/> PROVED STATE:	
19. MARKS: 3 EOD							
<div style="border: 1px solid black; padding: 5px; display: inline-block;"> POSTED 10 SEP 1956 <i>WJR</i> </div>							

SEE PERFORMANCE RATING

Director of Personnel

SIGNATURE OR OTHER AUTHENTICATION

1. EMPLOYEE COPY

ET

25 9/7/52

FORM 50 (7 PART)
11 1951
REV BY
OFFICE COMMISSION
CHAPTER VI, FEDERAL PERSONNEL MANUAL

SECRET
(WHEN FILLED IN)

NOTIFICATION OF PERSONNEL ACTION

rvs

1. NAME (MR., MRS., ONE GIVEN NAME, INITIAL(S), AND SURNAME) MR. JOSEPH B. SMITH		2. DATE OF BIRTH 16 June 1921		3. JOURNAL OR ACTION NO.		4. DATE 4 October 1955	
This is to notify you of the following action affecting your employment:							
5. NATURE OF ACTION (USE STANDARD TERMINOLOGY) PROMOTION				6. EFFECTIVE DATE 9 Oct. 1955		7. CIVIL SERVICE OR OTHER LEGAL AUTHORITY 50 UBCA 403 J	
FROM				TO			
Ops Officer (PP) BFF-923-12 OS-0136.31-12 \$7785.00 per annum Branch 5		8. POSITION TITLE Ops Officer (PP) BFF-923 OS-0136.31-13 \$8990.00 per annum		9. SERVICE, STATUS, GRADE, SALARY		10. ORGANIZATIONAL DESIGNATION DDP/PS Branch 5 Malaya Singapore Station	
11. HEADQUARTERS Singapore, Malaya		12. FIELD OR DEPT'L		13. VETERAN'S PREFERENCE		14. POSITION CLASSIFICATION ACTION	
FIELD <input type="checkbox"/> DEPARTMENTAL <input type="checkbox"/>		FIELD <input checked="" type="checkbox"/> DEPARTMENTAL <input type="checkbox"/>		15. SEAS <input type="checkbox"/> 16. RACE <input type="checkbox"/>		17. APPROPRIATION FROM: 6-5745-55-042 TO: SAME	
18. SUBJECT TO C. 9. RETIREMENT ACT (YES-NO) Yes		19. DATE OF APPOINTMENT AFFIDAVIT (ACCESSIONS ONLY)		20. LEGAL RESIDENCE <input checked="" type="checkbox"/> CLAIMED <input type="checkbox"/> PROVED STATE:		21. REMARKS	
<p>ESTRANGE PERFORMANCE RATING: Director of Personnel</p> <p>2. SIGNATURE OR OTHER AUTHENTICATION</p> <p>POSTED <i>10/10/55</i></p>							

SECRET

1. EMPLOYEE COPY

recd 10/4/55

a) and organizational designations		U. S. GOVERNMENT PRINTING OFFICE: 1955 O-57374	
Employee's name (and social security account no. when appropriate) SMITH, Joseph R. Moller		1. Pay roll	2. Slip No. W
		3. Date and place 8-12 1950	
PAY ROLL CHANGE DATA			
7. Periodic normal	BASE PAY	OVERTIME	GROSS PAY
8. New normal	FINANCE DIVISION	3	RET.
9. Pay this period	TAX	BOND	F. I. C. A.
10. Remarks	NET PAY		
<div style="position: absolute; top: 0; left: 0; transform: rotate(-90deg); transform-origin: left top;">TO OCT 54</div> <div style="position: absolute; top: 0; left: 0; transform: rotate(-90deg); transform-origin: left top;">13 01</div> <div style="position: absolute; top: 0; left: 0; transform: rotate(-90deg); transform-origin: left top;">PERSUANT TO DCI DIRECTIVE</div> <div style="position: absolute; top: 0; left: 0; transform: rotate(-90deg); transform-origin: left top;">EFFECTIVE 13 MAR. 1955</div> <div style="position: absolute; top: 0; left: 0; transform: rotate(-90deg); transform-origin: left top;">ADJUSTED TO: 7785</div>		11. Appropriation(s)	
		12. Prepared by no 8 Sep 54	
13. Audited by			
<input checked="" type="checkbox"/> Periodic step-increase <input type="checkbox"/> Pay adjustment <input type="checkbox"/> Other step-increase			
14. Effective date 24 Oct 54	15. Date last computed 26 Apr 53	16. Old salary 5720	17. New salary 5720
18. Performance rating is satisfactory or better.			
19. LWOP date (fill in appropriate spaces covering LWOP during following periods): Period(s):			
<input type="checkbox"/> No excess LWOP. Total excess LWOP:			
(Check applicable box in case of excess LWOP) 20. End of month of excess LWOP: 5 1950 21. End of year of excess LWOP: 12 1950 22. End of month of excess LWOP: 5 1950 23. End of year of excess LWOP: 12 1950			
SIGNATURE OR OTHER AUTHENTICATION PEH			
STANDARD FORM NO. 1128d—Revised Form prescribed by Comp. Gen., U. S. May 8, 1950, General Regulations No. 102			
PAY ROLL CHANGE SLIP—PERSONNEL COPY			

REQUEST FOR PERSONNEL ACTION

Unvouchered

REQUESTING OFFICE: Fill in items 1 through 12 and A through D except 6B and 7 unless otherwise instructed.
 If applicable, obtain resignation and fill in separation data on reverse.

1. NAME (Mr., Miss, Mrs., One given name, initial(s), and surname) Mr. Joseph E. Smith		2. DATE OF BIRTH 16 June 1921		3. REQUEST NO.		4. DATE OF REQUEST 17 Feb 54	
5. NATURE OF ACTION REQUESTED: A. PLACEMENT (Specify whether appointment, promotion, separation, etc.) Reassignment				6. EFFECTIVE DATE A. PROPOSED: FEB 28 1954 B. APPROVED: FEB 28 1954		7. C.S. OR OTHER LEGAL AUTHORITY	
8. POSITION (Specify whether establish, change grade or title, etc.) FROM— Intelligence Officer GS-12 \$7040. p/a DDP/FF Singapore				9. POSITION TITLE AND NUMBER TO— O-2 Officer (P) EFF-923		10. SERVICE GRADE AND SALARY GS-0136.31--12 \$7040. p/a	
11. ORGANIZATIONAL DESIGNATIONS Same		12. HEADQUARTERS Same Singapore, Malaya		13. FIELD OR DEPARTMENTAL <input checked="" type="checkbox"/> FIELD <input type="checkbox"/> DEPARTMENTAL		14. FIELD OR DEPARTMENTAL <input checked="" type="checkbox"/> FIELD <input type="checkbox"/> DEPARTMENTAL	

9. REMARKS (Use reverse if necessary)

15. REQUESTED BY (Name and title)

Christine Collins

16. REQUEST APPROVED BY

Signature:

R. C. Clarke

Title:

FE Personnel Officer

17. VETERAN PREFERENCE

17A. VETERAN PREFERENCE	17B. POINT
17C. OTHER	17D. OTHER

18. POSITION CLASSIFICATION ACTION

NEW	WIDE	I.A.	REAL
-----	------	------	------

CD:PP DP

19. DATE OF APPOINTMENT AFFIDAVIT (YES-NO)	20. DATE OF APPOINTMENT AFFIDAVIT (ACCESSIONS ONLY)
--	---

21. LEGAL RESIDENCE

☐ CLAIMED ☐ PROVED

STATE:

22. STANDARD FORM 50 REMARKS

copies to Sec. 2/20

POSTED

83 FEB 54

23. CLEARANCES	INITIAL OR SIGNATURE	DATE	REMARKS
A.	JA	83 FEB 54	
B. CELL OR POS CONTROL			
C. CLASSIFICATION			
D. PLACEMENT OR EXPL.			
E.			

24. APPROVED BY

2-24-54

W. E. Cross

STANDARD FORM 52 PERSONNEL ACTION REQUEST FOR PERSONNEL ACTION		7/17/54 8/4/54 Sam	
REQUESTING OFFICE: Fill in items 1 through 12 and A through D except 6B and 7 unless otherwise instructed. If applicable, obtain resignation and fill in separation data on reverse.			
1. NAME (Mr., Mrs., Miss, etc.—One given name, initial(s), and surname) Mr. Joseph B. Smith		2. DATE OF BIRTH 16 June 1921	
3. NATURE OF ACTION REQUESTED: A. PERSONNEL (Specify whether appointment, promotion, separation, etc.) Integration - USIA		4. REQUEST NO.	
5. POSITION (Specify whether establish, change grade or title, etc.) INTELLIGENCE OFFICER # 5-5		6. EFFECTIVE DATE A. PROPOSED: 23 Feb 1954 B. APPROVED: 23 Feb 1954	
7. C. S. OR OTHER LEGAL AUTHORITY		8. DATE OF REQUEST 14 July 54	
FROM: Op. Officer (PP) BPP 923 GS-0136-11-10 \$7040.00 P/A 65-132-12 DDP/FE Malaya Station Singapore, Malaya		TO: Information Officer BPP 923 FSS-5 \$7095.00 P/A DDP/FE Malaya Station Singapore, Malaya	
9. POSITION TITLE AND NUMBER		10. SERVICE GRADE AND SALARY	
11. ORGANIZATIONAL DESIGNATIONS		12. HEADQUARTERS	
13. FIELD <input checked="" type="checkbox"/> DEPARTMENTAL <input type="checkbox"/>		14. FIELD <input checked="" type="checkbox"/> DEPARTMENTAL <input type="checkbox"/>	
A. REMARKS (Use reverse if necessary) No differential is to be paid since Subject's CAA salary is \$7040 and FSS is \$7095. Sick and annual leave are to be held in escrow until Subject reverts to GS status. *EOD USIA 23 Feb. 1954			
B. REQUESTED BY (Name and title) H. C. Clinkscale, Jr. Personnel Office		D. REQUEST APPROVED BY Approved JUL 23 1954 Signature: <i>Don Collins</i> Title: PP/Career Service	
C. FOR ADDITIONAL INFORMATION CALL (Name and telephone extension) Gertrude Smith X-2314			
13. VETERAN PREFERENCE NONE <input type="checkbox"/> WWB <input type="checkbox"/> OTHER <input type="checkbox"/> 5 PT. <input checked="" type="checkbox"/> 10 POINT <input type="checkbox"/> DISAB. <input type="checkbox"/> OTHER <input type="checkbox"/>		14. POSITION CLASSIFICATION ACTION NEW <input type="checkbox"/> VICE <input type="checkbox"/> I. A. <input type="checkbox"/> REAL <input type="checkbox"/> CD : PP	
15. SEX M <input checked="" type="checkbox"/> W <input type="checkbox"/>		16. RACE W <input checked="" type="checkbox"/> O <input type="checkbox"/>	
17. APPROPRIATION FROM: 5-3745-55-042 TO: Same		18. SUBJECT TO C. S. RETIREMENT ACT (YES-NO) Yes	
19. DATE OF APPOINTMENT AFFIDAVITS (ACCESSIONS ONLY)		20. LEGAL RESIDENCE CLAIMED <input type="checkbox"/> PROVED <input checked="" type="checkbox"/> STATE: PENN	
21. STANDARD FORM 50 REMARKS <div style="border: 1px solid black; padding: 5px; text-align: center;">POSTED MAY 6 AUG 1954</div>			
22. CLEARANCES		INITIAL OR SIGNATURE	
A.			
B. CEIL. OR POS. CONTROL		MAY 3 Aug 54	
C. CLASSIFICATION		JUL 1 1954	
D. PLACEMENT OR EXPL.			
E.			
F. APPROVED BY Joseph B. Ragan by D. C. Dawson 7/29/54			

CENTRAL INTELLIGENCE AGENCY

SECRET

NOTIFICATION OF PERSONNEL ACTION

con. 13 Nov. 53 88m

1. NAME (MR., MISS, MRS., ONE GIVEN NAME, INITIAL(S), AND SURNAME) Mr. Joseph B. Smith		2. DATE OF BIRTH 16 June 21		3. JOURNAL OR ACTION NO. & DATE 14 Dec. 53	
<i>This is to notify you of the following action affecting your employment:</i>					
5. NATURE OF ACTION (USE STANDARD TERMINOLOGY) Reassignment		6. EFFECTIVE DATE B. O. B. 20 Dec 53		7. CIVIL SERVICE OR OTHER LEGAL AUTHORITY 50 USCA 403 j	
FROM Operations Officer (PW) HF-93 GS-132-12 \$7040.00 per annum DDP/VE Political & Psychological Warfare Political & Psychological Warfare Sect Washington, D. C.		TO Intelligence Officer 21 8-5-12 GS-132-12 \$7040.00 per annum DDP/VE Malaya Station Singapore, Malaya			
<input type="checkbox"/> FIELD <input checked="" type="checkbox"/> DEPARTMENTAL		<input checked="" type="checkbox"/> FIELD <input type="checkbox"/> DEPARTMENTAL			
13. VETERAN'S PREFERENCE NONE <input type="checkbox"/> WWII <input type="checkbox"/> OTHER <input type="checkbox"/> S-P.T. <input checked="" type="checkbox"/> 10-POINT DISAB. OTHER <input type="checkbox"/> claimed		14. POSITION CLASSIFICATION ACTION NEW <input type="checkbox"/> VICE <input type="checkbox"/> L.A. <input type="checkbox"/> REAL <input type="checkbox"/> CD-PP			
15. SEX M	16. RACE W	17. APPROPRIATION FROM: 4-3700-20 TO: 4-3745-55-042		18. SUBJECT TO C. S. RETIREMENT ACT (YES-NO) Yes	19. DATE OF APPOINTMENT AFFIDAVITS (ACCESSIONS ONLY)
20. LEGAL RESIDENCE <input type="checkbox"/> CLAIMED <input type="checkbox"/> MOVED STATE:					
21. REMARKS: This action is subject to all applicable laws, rules, and regulations and may be subject to investigation and approval by the United States Civil Service Commission. The action may be corrected or canceled if not in accordance with all requirements. "Transfer TO Unvouchered funds FROM Vouchered funds."					
ENTRANCE PERFORMANCE RATING: SECRET					
Personnel Director					

CENTRAL INTELLIGENCE AGENCY

NOTIFICATION OF PERSONNEL ACTION

1. NAME (MR.—MISS—MRS.—ONE GIVEN NAME, INITIAL(S), AND SURNAME) Mr. Joseph B. Smith		2. DATE OF BIRTH 16 June 21	3. JOURNAL OR ACTION NO.	4. DATE 16 Apr. 53										
This is to notify you of the following action affecting your employment:														
5. NATURE OF ACTION (USE STANDARD TERMINOLOGY) Promotion		6. EFFECTIVE DATE 26 Apr. 53	7. CIVIL SERVICE OR OTHER LEGAL AUTHORITY Schedule A-6.116(b)											
FROM Operations Officer (PW) BF-93-11 GS-132-11 \$5940.00 per annum DOP/YE Political and Psychological Warfare Political and Psychological Warfare Section Washington, D.C.		8. POSITION TITLE GS-132-12 \$7040.00 per annum Same Same Same Same	TO Same Same Same Same											
12. FIELD OR DEPT'L <input type="checkbox"/> FIELD <input checked="" type="checkbox"/> DEPARTMENTAL		13. POSITION CLASSIFICATION ACTION <table border="1"> <tr> <td>NEW</td> <td>VICE</td> <td>L.A.</td> <td>RYAL</td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> </tr> </table>			NEW	VICE	L.A.	RYAL						
NEW	VICE	L.A.	RYAL											
11. VETERAN'S PREFERENCE <table border="1"> <tr> <td>NONE</td> <td>WWII</td> <td>OTHER</td> <td>1-PT.</td> <td>10-POINT</td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </table>		NONE	WWII	OTHER	1-PT.	10-POINT						14. SUBJECT TO C. S. RETIREMENT ACT (YES-NO) yes		
NONE	WWII	OTHER	1-PT.	10-POINT										
15. SEX M		16. RACE W		17. APPROPRIATION 11X2100 3700-20										
18. DATE OF APPOINTMENT AFFIDAVIT (ACCESSIONS ONLY)		19. LEGAL RESIDENCE <input checked="" type="checkbox"/> CLAIMED <input type="checkbox"/> PROVED Same												
20. REMARKS: This action is subject to all applicable laws, rules, and regulations and may be subject to investigation and approval by the United States Civil Service Commission. The action may be corrected or canceled if not in accordance with all requirements.														
ENTRANCE PERFORMANCE RATING														
Chief, Personnel Division														

Form 1-1-52

(1) Staff or Division FE (2) Date T/O Approved 17 November 1952 (3) Effective date of Action 7 December 1952

(4) NAME	(5) ORG. INF. & POS. TITLE	(6) SCHEDULE SERIES-GRADE	(7) SLOT NOS.	(8) ACTION	(9) ORG. INF. & POS. TITLE	(10) SCHEDULE SERIES-GRADE	(11) SLOT NOS.
OPC/FE FE-2 China Sec Eng, Horatius	Intell Off.	GS-13	581		Pol & Dev FE Staff O/C	GS-132-13	BF-88
OPC/FE P&O Br Ferguson, Edna	Secy-Steno	GS-6	501		Ops Off-Pls	GS-312-6	BF-90
OPC/FE P&O Br Ops Sec Sherman, Katherine L.-P/W Unit	Ops Off	GS-14	1173		Secy-Steno	GS-132-14	BF-91
OPC/FE P&O Br Pls Sec Ishii, John -P/W Unit	Ops Off	GS-12	523		Pol & Dev FE Staff O/C	GS-132-12	BF-92
OPC/FE P&O Br Ops Sec Smith, Joseph - P/W Unit	Intell Off	GS-11	521		Ops Off P/W	GS-132-11	BF-93
OPC/FE P&O Br Int Sec Christensen, Julianne	Intell Off	GS-7	525		Ops Off R.A.	GS-132-7	BF-94

(12) APPROVED BY: Staff or Division Chief

(13) APPROVED BY: Class. & Mgmt Div.
S E C R E T
Security Information

(14) APPROVED BY: Personnel Div.

CENTRAL INTELLIGENCE AGENCY

NOTIFICATION OF PERSONNEL ACTION

1. NAME (MR., MISS, MRS. — ONE GIVEN NAME, INITIALS, AND SURNAME)		2. DATE OF BIRTH	3. JOURNAL OR ACTION NO.	4. DATE
Mr. Joseph B. Smith		16 June 1921	#1389	24 Mar. 52'
This is to notify you of the following action affecting your employment:				
5. NATURE OF ACTION (USE STANDARD TERMINOLOGY)		6. EFFECTIVE DATE	7. CIVIL SERVICE OR OTHER LEGAL AUTHORITY	
Reassignment & Promotion		30 Mar. 52'	Schedule A-6.116(b)	
FROM		TO		
Intelligence Officer		Operations Officer		
03-9-132 \$3060.00 per. annua.		03-11-132 \$3940.00 per. annua.		
OFC FE Plans Branch		OFC FE Plans & Operations Branch Psychological Warfare Unit		
Washington, D. C.				
FIELD <input type="checkbox"/> DEPARTMENTAL <input checked="" type="checkbox"/>		FIELD <input type="checkbox"/> DEPARTMENTAL <input type="checkbox"/>		
13. VETERAN'S PREFERENCE		14. POSITION CLASSIFICATION ACTION		
DURE <input type="checkbox"/> PRE <input type="checkbox"/> OTHER <input type="checkbox"/> PT. <input type="checkbox"/> 10-POINT <input type="checkbox"/> DISAB. OTHER <input type="checkbox"/>		NEW <input type="checkbox"/> VILL <input type="checkbox"/> I.A. <input type="checkbox"/> RETAL <input type="checkbox"/> BU. #9881 3/13/52'		
15. DES. RACE	17. APPROPRIATION	18. SUBJECT TO C. S. RETIREMENT ACT (YES - NO)	19. DATE OF APPOINT. (WHEN APPLICABLE)	20. LEGAL RESIDENCE
15	FROM 2123300 TO: 2017	Yes		<input type="checkbox"/> CLAIMED <input type="checkbox"/> PROVED STATE: Penna.
21. REMARKS: THIS ACTION IS SUBJECT TO ALL APPLICABLE LAWS, RULES AND REGULATIONS AND MAY BE SUBJECT TO INVESTIGATION AND APPROVAL BY THE UNITED STATES CIVIL SERVICE COMMISSION. THE ACTION MAY BE CORRECTED OR CANCELLED IF NOT IN ACCORDANCE WITH ALL REQUIREMENTS.				
(321)				
Chief, Personnel Division				
ENTRANCE EFFICIENCY RATING:				
22. SIGNATURE OR OTHER AUTHENTICATION				

4. PERSONNEL FOLDER COPY

STANDARD FORM NO. 10 (REV. 1-1950)
GPO: 1950
REPRODUCED BY
CHAPTER 2, FEDERAL PERSONNEL MANUAL
U. S. CIVIL SERVICE COMMISSION

CENTRAL INTELLIGENCE AGENCY

NOTIFICATION OF PERSONNEL ACTION

1. NAME (MR., MISS, MRS., ONE GIVEN NAME, INITIAL(S), AND SURNAME)		2. DATE OF BIRTH	3. JOURNAL OR ACTION NO.	4. DATE
Mr. Joseph B. Smith		16 June 1921	8003	17 Sept. 1951
This is to notify you of the following action affecting your employment:				
5. NATURE OF ACTION (USE STANDARD TERMINOLOGY)		6. EFFECTIVE DATE	7. CIVIL SERVICE OR OTHER LEGAL AUTHORITY	
Accepted Appointment		17 Sept. 1951	Schedule A-6.116(b)	
FROM		TO		
8. POSITION TITLE		Intelligence Officer, GS-9		
9. SERVICE, SERIES, GRADE, SALARY		GS-9-132 \$4600.00 per. annum.		
10. ORGANIZATIONAL DESIGNATIONS		OPC FE Plans Branch		
11. HEADQUARTERS		Washington, D. C.		
12. FIELD OR DEPT'L		FIELD		
13. VETERAN'S PREFERENCE		14. POSITION CLASSIFICATION ACTION		
15. RACE		16. DATE OF APPOINTMENT-AFFIDAVIT (EXCEPTIONS ONLY)		
17. APPROPRIATION		18. LEGAL RESIDENCE		
21. REMARKS: THIS ACTION IS SUBJECT TO ALL APPLICABLE LAWS, RULES AND REGULATIONS AND MAY BE SUBJECT TO INVESTIGATION AND REVIEW BY THE UNITED STATES CIVIL SERVICE COMMISSION. THE ACTION MAY BE CORRECTED OR CANCELLED IF NOT IN ACCORDANCE WITH ALL REQUIREMENTS.		22. SIGNATURE OR OTHER AUTHENTICATION		

(71302)

WANT TO DCI DIRECTIVE
V. 24 OCT. 1951
ADJUSTED TO 5060

This appointment is subject to the satisfactory completion of a trial period of one year.

Subject to a satisfactory medical examination.

1951 Affidavit Executed.

COG - 04/24/53
CSEOC - 07/17/57
LCC - 07/17/57

D. V. MURPHY

Personal Division

4. PERSONNEL FOLDER COPY

SECRET

(When Filled In)

FITNESS REPORT						EMPLOYEE SERIAL NUMBER	
						007894	
SECTION A GENERAL							
1. NAME (Last) (First) (Middle)			2. DATE OF BIRTH	3. SEX	4. GRADE	5. SO	
Smith, Joseph B.			16 Jun 21	M	GS-14	D	
6. OFFICIAL POSITION TITLE			7. OFF/DIV/BR OF ASSIGNMENT		8. CURRENT STATION		
Operations Officer			DDP/WH/1		Mexico City		
9. CHECK (X) TYPE OF APPOINTMENT				10. CHECK (X) TYPE OF REPORT			
<input checked="" type="checkbox"/> CAREER <input type="checkbox"/> RESERVE <input type="checkbox"/> TEMPORARY				<input type="checkbox"/> INITIAL <input type="checkbox"/> REASSIGNMENT SUPERVISOR			
<input type="checkbox"/> CAREER-PROVISIONAL (See Instructions - Section C)				<input checked="" type="checkbox"/> ANNUAL <input type="checkbox"/> REASSIGNMENT EMPLOYEE			
11. DATE REPORT DUE IN O.P.				12. REPORTING PERIOD (From - to)			
31 December 1972				1 January - 31 October 1972			
SECTION B PERFORMANCE EVALUATION							
<p>U-Unsatisfactory Performance is unacceptable. A rating in this category requires immediate and positive remedial action. The nature of the action could range from counseling, to further training, to placing on probation, to reassignment or to separation. Describe action taken or proposed in Section C.</p> <p>M-Marginal Performance is deficient in some aspects. The reasons for assigning this rating should be stated in Section C and remedial actions taken or recommended should be described.</p> <p>P-Satisfactory Performance is satisfactory. Desired results are being produced in the manner expected.</p> <p>S-Strong Performance is characterized by exceptional proficiency.</p> <p>O-Outstanding Performance is so exceptional in relation to requirements of the work and in comparison to the performance of others doing similar work as to warrant special recognition.</p>							
SPECIFIC DUTIES							
List up to six of the most important specific duties performed during the rating period. Insert rating letter which best describes the manner in which employee performs EACH specific duty. Consider ONLY effectiveness in performance of that duty. All employees with supervisory responsibilities MUST be rated on their ability to supervise. (Indicate number of employees supervised).							RATING LETTER
SPECIFIC DUTY NO. 1 Supervises a section that is responsible for CA, Political, and Exile activities. This includes supervision over two officers, 1 NOC, one IA and one secretary.							S
SPECIFIC DUTY NO. 2 Supervises operations for the collection of intelligence on selected targets in the Mexican government and political arena.							S
SPECIFIC DUTY NO. 3 Develops new contacts and operations to improve the output of Station third country targeted propaganda.							S
SPECIFIC DUTY NO. 4 Develops new contacts for producing intelligence on significant targets in the Mexican political and intellectual community.							S
SPECIFIC DUTY NO. 5							
SPECIFIC DUTY NO. 6							
OVERALL PERFORMANCE IN CURRENT POSITION							RATING LETTER
Take into account everything about the employee which influences his effectiveness in his current position such as performance of specific duties, productivity, conduct on job, sociability, pertinent personal traits or habits, and potential limitations or talents. Based on your knowledge of employee's overall performance during the rating period, place the letter in the rating box corresponding to the statement which most accurately reflects his level of performance.							S

SECRET

SECRET

OFFICE OF PERSONNEL (201)

NARRATIVE COMMENTS

SECTION C

Indicate significant strengths or weaknesses demonstrated in current position keeping in proper perspective their relationship to overall performance. State suggestions made for improvement of performance. Give recommendations for training. Comment on foreign language competence, if required. **13 JAN 73** or explain ratings given in Section B to provide basis for determining future personnel action. Manner of performance of managerial or supervisory duties and cost consciousness in the use of personnel, space, equipment and funds, must be commented on, if applicable. If extra space is needed to complete Section C, attach a separate sheet of paper.

Subject is a mature seasoned officer who has an excellent grasp and understanding of local politics and its ever changing profile. Most of his career Subject has specialized in the CA activity and this experience has proven very useful to the Station. During this reporting period he has given added responsibility in supervision and a change of pace with operational duties in the subversive, leftist and exile field. He accepted the new challenge and performed well. Just recently the Station has completed major reorganizational changes which resulted in Subject once more concentrating his attention on CA and Mexican government matters. He has done exceptionally well at developing contacts in Government circles and we are taking advantage of his ability to do this to develop long lasting and meaningful relationships. (This beyond official liaison contacts.)

Subject is responsive to guidance and direction and is one of our more imaginative officers. Most recently he has indicated a desire to retire, after completion of his present tour in August 1973. Subject has performed well at this Station for over three years and his departure will be most felt in the area of his specialization.

SECTION D

CERTIFICATION AND COMMENTS

1. BY EMPLOYEE		
I CERTIFY THAT I HAVE SEEN SECTIONS A, B, AND C OF THIS REPORT		
DATE	SIGNATURE OF EMPLOYEE	
8 Jan 1973	/s/ XXXXXXXXXXXXXXXX Joseph B. Smith	
2. BY SUPERVISOR		
MONTHS EMPLOYEE HAS BEEN UNDER MY SUPERVISION	IF THIS REPORT HAS NOT BEEN SHOWN TO EMPLOYEE, GIVE EXPLANATION	
DATE	OFFICIAL TITLE OF SUPERVISOR	TYPED OR PRINTED NAME AND SIGNATURE
8 Jan 1973	Operations Officer	/s/ John W. Beckwith
3. BY REVIEWING OFFICIAL		
COMMENTS OF REVIEWING OFFICIAL		
<p>I agree with the above. The loss to the Station is greater than usual for Subject is retiring and thus his considerable talents will probably be unavailable to the Agency, unless some special arrangements are made in the future, depending on what he ends up doing.</p> <p>I am personally sorry to see this friend leave the Agency and I know further that it will be hard to replace his abilities in various operational fields, including that of good contacts in the community here. He has served the Agency well here and in many other posts and his leaving is a loss to us.</p>		
DATE	OFFICIAL TITLE OF REVIEWING OFFICIAL	TYPED OR PRINTED NAME AND SIGNATURE
8 Jan 1973	Chief of Station	/s/ John R. Horton

SECRET

SECRET
(When Filled In)

FITNESS REPORT				EMPLOYEE SERIAL NUMBER	
				007894	
SECTION A GENERAL					
1. NAME (Last) (First) (Middle)			2. DATE OF BIRTH		3. GRADE
Smith, Joseph B.			16 June 21		GS-14
4. OFFICIAL POSITION TITLE			5. OFF/DUTY/NO. OF A SENS. RATING		6. CURRENT STATION
Operations Officer			DDP/WH/1		Mexico City
7. CHECK (X) TYPE OF APPOINTMENT			8. CHECK (X) TYPE OF REPORT		
<input checked="" type="checkbox"/> CAREER <input type="checkbox"/> RESERVE <input type="checkbox"/> TEMPORARY <input type="checkbox"/> CAREER-PROVISIONAL (See Instructions - Section C) <input type="checkbox"/> SPECIAL (Specify):			<input checked="" type="checkbox"/> ANNUAL <input type="checkbox"/> REASSIGNMENT SUPERVISOR <input type="checkbox"/> SPECIAL (Specify):		
9. DATE REPORT DUE IN O.P.			10. REPORTING PERIOD (From - to)		
			April 1971 - 31 December 1971		
SECTION B PERFORMANCE EVALUATION					
<p>U-Unsatisfactory Performance is unacceptable. A rating in this category requires immediate and positive remedial action. The nature of the action could range from counseling, to further training, to placing on probation, to reassignment or to separation. Describe action taken or proposed in Section C.</p> <p>M-Marginal Performance is deficient in some aspects. The reasons for assigning this rating should be stated in Section C and remedial actions taken or recommended should be described.</p> <p>P-Proficient Performance is satisfactory. Desired results are being produced in the manner expected.</p> <p>S-Strong Performance is characterized by exceptional proficiency.</p> <p>O-Outstanding Performance is so exceptional in relation to requirements of the work and in comparison to the performance of others doing similar work as to warrant special recognition.</p>					
SPECIFIC DUTIES					
List up to six of the most important specific duties performed during the rating period. Insert rating letter which best describes the manner in which employee performs EACH specific duty. Consider ONLY effectiveness in performance of that duty. All employees with supervisory responsibilities MUST be rated on their ability to supervise (indicate number of employees supervised).					
SPECIFIC DUTY NO. 1 Supervises the CA section of the station which includes one station case officer, one senior outside career agent and parttime services of one senior contract agent.					RATING LETTER O
SPECIFIC DUTY NO. 2 Supervises operations for the collection of intelligence on selected targets in the Mexican government and political arena.					RATING LETTER S
SPECIFIC DUTY NO. 3 Develops new contacts and operations to improve the output of station third country targeted propaganda.					RATING LETTER S
SPECIFIC DUTY NO. 4 Develops new contacts for producing intelligence on significant targets in the Mexican intellectual community.					RATING LETTER S
SPECIFIC DUTY NO. 5					RATING LETTER
SPECIFIC DUTY NO. 6					RATING LETTER
OVERALL PERFORMANCE IN CURRENT POSITION					RATING LETTER
Take into account everything about the employee which influences his effectiveness in his current position such as performance of specific duties, productivity, conduct on job, cooperativeness, personal traits or habits, and possible limitations or defects. Based on your knowledge of employee's overall performance during the rating period, place the letter in the rating box corresponding to the statement which most accurately reflects his level of performance.					S

SECRET

(When Filled In)

SECTION C

NARRATIVE COMMENTS

Indicate significant strengths or weaknesses demonstrated in current position keeping in proper perspective their relationship to overall performance. State suggestions made for improvement of work performance. Give recommendations for training. Comment on foreign language competence, if required for current position. Amplify or explain ratings given in Section B to provide basis for determining future personnel action. Report of performance of managerial or supervisory duties and cost consciousness in the use of personnel, space, equipment and funds, must be commented on, if applicable. If extra space is needed to complete Section C, attach a separate sheet of paper.

Feb 25 1 42 PM '72

Subject is now well into his second tour at this station and has not lost any of his momentum. He charges into his work daily as if it were all a new challenge and new experience. His past fitness reports from this station have all reflected his professional approach to the job and he continues to merit these plaudits. He is conscientious, dedicated and a team worker. He takes direction well and takes great pride in meeting deadlines. One of our more imaginative officers who is effective.

Yet, with all of this, he has not progressed in the organization as he should have. It has been recommended that he be considered for promotion and/or a chance in a command job. The station is presently considering some reorganization which will give Subject an opportunity to manage and direct activity which will be diversified and a change from the specialized jobs he has held in the past. This will be another excellent test for him and we are optimistic in that he will handle this new assignment with the same degree of expertise that we have learned to expect from him.

SECTION D

CERTIFICATION AND COMMENTS

1.

BY EMPLOYEE

I CERTIFY THAT I HAVE SEEN SECTIONS A, B, AND C OF THIS REPORT

DATE

9 Feb 1972

SIGNATURE OF EMPLOYEE

/s/ Joseph B. Smith

2.

BY SUPERVISOR

MONTHS EMPLOYER HAS BEEN UNDER MY SUPERVISION

IF THIS REPORT HAS NOT BEEN SHOWN TO EMPLOYEE, GIVE EXPLANATION

DATE

9 Feb 1972

OFFICIAL TITLE OF SUPERVISOR

Deputy Chief of Station

TYPED OR PRINTED NAME AND SIGNATURE

/s/ George A. Fill

3.

BY REVIEWING OFFICIAL

COMMENTS OF REVIEWING OFFICIAL

I agree with all of the above. Concerning his performance here and his delay in getting a promotion, I made a special point of bringing these matters to the attention of Deputy Chief, WOMACE, while I was in Washington in October of 1971. Our pending reorganization would find him with considerably increased responsibility, which is a good indicator of how we feel about him.

DATE

9 Feb 1972

OFFICIAL TITLE OF REVIEWING OFFICIAL

Chief of Station

TYPED OR PRINTED NAME AND SIGNATURE

/s/ John R. Horton

SECRET

SECRET
(When Filled In)

FITNESS REPORT				EMPLOYEE SERIAL NUMBER	
				007894	
SECTION A GENERAL					
1. NAME (Last) SMITH, (First) JOSEPH B. (Middle)			2. DATE OF BIRTH 16 June 21	3. SEX M	4. GRADE GS-14
					5. SD D
6. OFFICIAL POSITION TITLE Operations Officer			7. OFF. DIVISION OF ASSIGNMENT DDP/WH/Branch 1		
			8. CURRENT STATION Mexico City		
9. CHECK (X) TYPE OF APPOINTMENT			10. CHECK (X) TYPE OF REPORT		
<input checked="" type="checkbox"/> CAREER <input type="checkbox"/> RESERVE <input type="checkbox"/> TEMPORARY			<input type="checkbox"/> INITIAL <input type="checkbox"/> REASSIGNMENT SUPERVISOR		
<input type="checkbox"/> CAREER-PROVISIONAL (See Instructions - Section C)			<input checked="" type="checkbox"/> ANNUAL <input type="checkbox"/> REASSIGNMENT EMPLOYEE		
<input type="checkbox"/> SPECIAL (Specify):			<input type="checkbox"/> SPECIAL (Specify):		
11. DATE REPORT DUE IN O.P.			12. REPORTING PERIOD (From - to) April 1970 - 31 March 1971		
SECTION B PERFORMANCE EVALUATION					
U-Unsatisfactory Performance is unacceptable. A rating in this category requires immediate and positive remedial action. The nature of the action could range from counseling, to further training, to placing on probation, to reassignment or to separation. Describe action taken or proposed in Section C.					
M-Marginal Performance is deficient in some aspects. The reasons for assigning this rating should be stated in Section C and remedial actions taken or recommended should be described.					
P-Proficient Performance is satisfactory. Desired results are being produced in the manner expected.					
S-Strong Performance is characterized by exceptional proficiency.					
O-Outstanding Performance is so exceptional in relation to requirements of the work and in comparison to the performance of others doing similar work as to warrant special recognition.					
SPECIFIC DUTIES:					
List up to six of the most important specific duties performed during the rating period. Insert rating letter which best describes the manner in which employee performs EACH specific duty. Consider ONLY effectiveness in performance of that duty. All employees with supervisory responsibilities MUST be rated on their ability to supervise (indicate number of employees supervised).					
SPECIFIC DUTY NO. 1 Supervises the CA section of the station which includes one station case officer, one senior outside career agent and parttime services of one senior contract agent.					RATING LETTER O
SPECIFIC DUTY NO. 2 Supervises operations for the collection of intelligence on selected targets in the Mexican government and political arena.					RATING LETTER S
SPECIFIC DUTY NO. 3 Develops new contacts and operations to improve the output of station third country targeted propaganda.					RATING LETTER O
SPECIFIC DUTY NO. 4 Develops new contacts for producing intelligence on significant targets in the Mexican intellectual community.					RATING LETTER S
SPECIFIC DUTY NO. 5 Uses his language capability in the conduct of above-mentioned operational activity, especially 3 and 4.					RATING LETTER S
SPECIFIC DUTY NO. 6					RATING LETTER
OVERALL PERFORMANCE IN CURRENT POSITION					
Take into account everything about the employee which influences his effectiveness in his current position such as performance of specific duties, productivity, conduct on job, cooperativeness, pertinent personal traits or habits, and particular limitations or talents. Based on your knowledge of employee's overall performance during the rating period, place the letter in the rating box corresponding to the statement which most accurately reflects his level of performance.					RATING LETTER S

SECRET

(When Filled In)

SECTION C

NARRATIVE COMMENTS

Indicate significant strengths or weaknesses demonstrated in current position keeping in proper perspective their relationship to overall performance. State suggestions made for improvement of work performance. Give recommendations for training. Comment on foreign language competence, if required for current position. Amplify or explain ratings given in Section B to provide basis for determining future personnel action. Managerial performance of managerial or supervisory duties and cost consciousness in the use of personnel, space, equipment and funds must be commented on, if applicable. If extra space is needed to complete Section C, attach a separate sheet of paper.

Subject, a senior officer in AMB 16, 1300471, has been at this station for the past 20 months as the responsible CA and Political officer. His past fitness report covered very thoroughly and accurately his ability to meet, develop and recruit assets that are important to station's objective. He enjoys his work and the challenge of being on the spot. He is a thoroughly experienced officer in his field and although forced to specialize for years, we must start thinking of more responsible and more diversified employment for this fine officer.

He is conscientious, dedicated and a team worker. He takes direction well and takes great pride in completing his obligations on schedule. One of the more imaginative officers of the station who is aggressive and effective. He handles his financial responsibilities well and has a good appreciation for the expenditure of official funds.

I was particularly impressed with Subject during his recent activity re the MAR disclosures. Subject cannot be credited for the disclosures but he can be given full credit for exploiting these events. He quickly put to use all of his assets. He personally prepared material for passage to the press. He supplied information for coverage in other papers in the hemisphere. He coordinated and furnished guidance to other Latin American stations on this subject. In all, he worked

-continued

SECTION D

CERTIFICATION AND COMMENTS

1.

BY EMPLOYEE

I CERTIFY THAT I HAVE SEEN SECTIONS A, B, AND C OF THIS REPORT.

DATE

26 March 1971

SIGNATURE OF EMPLOYEE

/s/ Joseph B. Smith

2.

BY SUPERVISOR

MONTHS EMPLOYEE HAS BEEN UNDER MY SUPERVISION

IF THIS REPORT HAS NOT BEEN SHOWN TO EMPLOYEE, GIVE EXPLANATION

DATE

26 March 1971

OFFICIAL TITLE OF SUPERVISOR

Deputy Chief of Station

TYPED OR PRINTED NAME AND SIGNATURE

/s/ George A. Fill

3.

BY REVIEWING OFFICIAL

COMMENTS OF REVIEWING OFFICIAL

I agree with all of the above. Subject does a marvelous job in the propaganda field, getting a great deal of product out of a greatly-reduced (in number and cost) propaganda apparatus. He has a good sense of politics, and we have a few operations which are devoted to finding out what the COM won't tell us and what the political section probably can't get at. He has a good way with people and has made some interesting acquaintances which, in themselves, greatly increase the sensitivity of the station.

Our lack of a political mission here, aside from the limited one

-continued

DATE

26 March 1971

OFFICIAL TITLE OF REVIEWING OFFICIAL

Chief of Station

TYPED OR PRINTED NAME AND SIGNATURE

/s/ John R. Horton

SECRET

SECTION C

NARRATIVE COMMENTS

-continued

long hours, devoted his full efforts and produced remarkably when we needed him. He can always be expected to perform in this manner.

COMMENTS OF REVIEWING OFFICIAL

-continued

alluded to above, means that Subject is not able fully to use and to demonstrate his great operational talent and flair in this field. What we have here to do is done well under his able management.

For one reason or another, I think largely because of his having been in more or less specialized jobs, although senior ones, rather than having been in a command position, Subject has lost ground in promotions, having been in grade since December, 1962. I should like to see him promoted in this position or, if this is difficult, to see him given a chance in a command job which might qualify him for promotion.

SECRET
(When Filled In)

FITNESS REPORT				EMPLOYEE SERIAL NUMBER			
				007894			
SECTION A GENERAL							
1. NAME (Last) (First) (Middle) Smith Joseph B.			2. DATE OF BIRTH 16 June 21		3. SEX M	4. GRADE GS-14	5. SD D
6. OFFICIAL POSITION TITLE Ops Off.			7. OFF/DIV/BR OF ASSIGNMENT DDP/WH/Br. 1		8. CURRENT STATION Mexico City		
9. CHECK (X) TYPE OF APPOINTMENT			10. CHECK (X) TYPE OF REPORT				
<input checked="" type="checkbox"/> CAREER <input type="checkbox"/> RESERVE <input type="checkbox"/> TEMPORARY <input type="checkbox"/> CAREER-PROVISIONAL (See Instructions - Section C) <input type="checkbox"/> SPECIAL (Specify):			<input checked="" type="checkbox"/> INITIAL <input type="checkbox"/> ANNUAL <input type="checkbox"/> REASSIGNMENT SUPERVISOR <input type="checkbox"/> REASSIGNMENT EMPLOYEE <input type="checkbox"/> SPECIAL (Specify):				
11. DATE REPORT DUE IN O.P. 05/70			12. REPORTING PERIOD (From - to) June 1969 - April 1970				
SECTION B PERFORMANCE EVALUATION							
<p>W - Weak Performance ranges from wholly inadequate to slightly less than satisfactory. A rating in this category requires positive remedial action. The nature of the action could range from counseling, to further training, to placing on probation, to reassignment or to separation. Describe action taken or proposed in Section C.</p> <p>A - Adequate Performance meets all requirements. It is entirely satisfactory and is characterized neither by deficiency nor excellence.</p> <p>P - Proficient Performance is more than satisfactory. Desired results are being produced in a proficient manner.</p> <p>S - Strong Performance is characterized by exceptional proficiency.</p> <p>O - Outstanding Performance is so exceptional in relation to requirements of the work and in comparison to the performance of others doing similar work as to warrant special recognition.</p>							
SPECIFIC DUTIES							
List up to six of the most important specific duties performed during the rating period. Insert rating letter which best describes the manner in which employee performs EACH specific duty. Consider ONLY effectiveness in performance of that duty. All employees with supervisory responsibilities MUST be rated on their ability to supervise (Indicate number of employees supervised).							
SPECIFIC DUTY NO. 1 Chief of CA Section, supervising one Station Case Officer, two outside Case Officers and one secretary.						RATING LETTER S	
SPECIFIC DUTY NO. 2 Directing CA assets so that they not only accomplish assigned CA missions, but contribute to Station's efforts against Soviet targets.						RATING LETTER S	
SPECIFIC DUTY NO. 3 Development of new contacts and assets to contribute to priority Station objectives.						RATING LETTER S	
SPECIFIC DUTY NO. 4 Liaison with the LNPURE political section and with QKFLOWAGE						RATING LETTER S	
SPECIFIC DUTY NO. 5						RATING LETTER	
SPECIFIC DUTY NO. 6						RATING LETTER	
<p align="right">12 JUN 1970</p>							
OVERALL PERFORMANCE IN CURRENT POSITION							
Take into account everything about the employee which influences his effectiveness in his current position such as performance of specific duties, productivity, conduct on job, cooperativeness, pertinent personal traits or habits, and particular limitations or talents. Based on your knowledge of employee's overall performance during the rating period, place the letter in the rating box corresponding to the statement which most accurately reflects his level of performance.						RATING LETTER S	

FORM 45 USE PREVIOUS EDITIONS

SECRET

SECRET
Excluded from automatic
downgrading and
declassification

SECRET

(When Filled In)

SECTION C		NARRATIVE COMMENTS	
<p><small>Indicate significant strengths or weaknesses demonstrated in current position keeping in proper perspective their relationship to overall performance. State suggestions made for improvement of work performance. Give recommendations for training. Comment on foreign language competence, if required for current position. Amplify or explain ratings given in Section B to provide basis for determining future personnel action. Manner of performance of managerial or supervisory duties and cost consciousness in the use of personnel, space, equipment and funds, must be commented on, if applicable. If extra space is needed to complete Section C, attach a separate sheet of paper.</small></p>			
<p>Subject has his goals clearly in mind and has proceeded about his business with full confidence and perseverance. He is conscientious, dedicated and a team worker. Subject has gained the confidence of his supervisors and his subordinates have accepted him as one of the group. He has recently experienced some unusual operation problems where he was required to handle the termination of some very delicate assets. He organized, planned and handled the terminations personally in a very professional and successful manner. He was commended for this work by both Headquarters and Station management.</p> <p>He has developed political contacts at all levels and has been very instrumental in developing disseminable information in this manner. He has quickly moved to replace assets which were terminated and by his efforts will fill in the void in a minimum amount of time.</p> <p>Subject enjoys meeting people and conducting operations. In the future, he will be forced to spend more time in managing his section due to administrative changes now taking place in the Station.</p> <p>He takes directions well and can be depended upon to fulfill all his obligations on schedule. He has an excellent command of the Spanish language and he is definitely cost conscious in the projects which he handles.</p> <p>Of special note is that Subject was one of the first officers to quickly retool his section when given a new requirement to fulfill. He responded immediately and in so doing once more indicated his desire</p>			
SECTION D		CERTIFICATION AND COMMENTS	
-continued			
1. BY EMPLOYEE			
I CERTIFY THAT I HAVE SEEN SECTIONS A, B, AND C OF THIS REPORT			
DATE 05/15/70	SIGNATURE OF EMPLOYEE /s/ Joseph B. Smith		
2. BY SUPERVISOR			
MONTHS EMPLOYEE HAS BEEN UNDER MY SUPERVISION	IF THIS REPORT HAS NOT BEEN SHOWN TO EMPLOYEE, GIVE EXPLANATION:		
DATE 05/15/70	OFFICIAL TITLE OF SUPERVISOR	TYPED OR PRINTED NAME AND SIGNATURE /s/ George A. Fill	
3. BY REVIEWING OFFICIAL			
<p><small>COMMENTS OF REVIEWING OFFICIAL</small></p> <p>Concur fully with above and would add that Subject is one of the Station's most aggressive and effective development/contact officers. In what has been an almost complete reorganization of the Station and the termination or redirection of most of its assets, Subject has probably moved faster and more effectively than any other section. Perhaps even more notable, his development of new assets and potential assets has more than kept pace with the termination of those who have outlived their usefulness. While he is very thorough and effective in all of his undertakings, a tendency to go off on tangents has a slight effect on his overall efficiency. This is probably due in large</p>			
-continued			
DATE 05/15/70	OFFICIAL TITLE OF REVIEWING OFFICIAL Chief of Station	TYPED OR PRINTED NAME AND SIGNATURE /s/ James B. Moland	

SECRET

SECTION C

NARRATIVE COMMENTS

Continued

to operate in a manner which best suited Station's objectives.

COMMENTS OF REVIEWING OFFICIAL

Continued

part to his considerable mental agility and imaginativeness,
and as such could hardly be called a weakness.

SECRET

(When Filled In)

FITNESS REPORT				EMPLOYEE SERIAL NUMBER	
SECTION A GENERAL				007894	
1. NAME (Last) (First) (Middle)		2. DATE OF BIRTH	3. SEX	4. GRADE	5. SD
SMITH, Joseph B.		16 Jun 21	M	GS-14	D
6. OFFICIAL POSITION TITLE		7. OFF/DIV/BR OF ASSIGNMENT		8. CURRENT STATION	
Ops Officer		DDP/WH/CA Staff		Headquarters	
9. CHECK (X) TYPE OF APPOINTMENT		10. CHECK (X) TYPE OF REPORT			
<input checked="" type="checkbox"/> CAREER <input type="checkbox"/> RESERVE <input type="checkbox"/> TEMPORARY		<input type="checkbox"/> INITIAL <input type="checkbox"/> REASSIGNMENT SUPERVISOR			
<input type="checkbox"/> CAREER-PROVISIONAL (See Instructions - Section C)		<input checked="" type="checkbox"/> ANNUAL <input type="checkbox"/> REASSIGNMENT EMPLOYEE			
<input type="checkbox"/> SPECIAL (Specify):		<input type="checkbox"/> SPECIAL (Specify):			
11. DATE REPORT DUE IN O.P.		12. REPORTING PERIOD (From- to-)			
30 April 1969		July 1968 to 31 March 1969			
SECTION B PERFORMANCE EVALUATION					
<p>W - Weak Performance ranges from wholly inadequate to slightly less than satisfactory. A rating in this category requires positive remedial action. The nature of the action could range from counseling, to further training, to placing on probation, to reassignment or to separation. Describe action taken or proposed in Section C.</p> <p>A - Adequate Performance meets all requirements. It is entirely satisfactory and is characterized neither by deficiency nor excellence.</p> <p>P - Proficient Performance is more than satisfactory. Desired results are being produced in a proficient manner.</p> <p>S - Strong Performance is characterized by exceptional proficiency.</p> <p>O - Outstanding Performance is so exceptional in relation to requirements of the work and in comparison to the performance of others doing similar work as to warrant special recognition.</p>					
SPECIFIC DUTIES					
List up to six of the most important specific duties performed during the rating period. Insert rating letter which best describes the manner in which employee performs EACH specific duty. Consider ONLY effectiveness in performance of that duty. All employees with supervisory responsibilities MUST be rated on their ability to supervise (indicate number of employees supervised).					
SPECIFIC DUTY NO. 1 Help to establish and monitor the political action and propaganda priorities and plans of the Division, including commenting on policy papers and plans originating outside the Division.					RATING LETTER P
SPECIFIC DUTY NO. 2 Prepare propaganda guidance to accomplish priority area-wide objectives.					RATING LETTER S
SPECIFIC DUTY NO. 3 Advise and consult with the Branches and Desks concerning the management of political and propaganda activities.					RATING LETTER S
SPECIFIC DUTY NO. 4 Direct the activities of a contract specialist in conducting political research, including polling, useful in the achievement of Division objectives.					RATING LETTER S
SPECIFIC DUTY NO. 5					RATING LETTER
SPECIFIC DUTY NO. 6					RATING LETTER
OVERALL PERFORMANCE IN CURRENT POSITION					
Take into account everything about the employee which influences his effectiveness in his current position such as performance of specific duties, productivity, conduct on job, cooperativeness, pertinent personal traits or habits, and particular limitations or talents. Based on your knowledge of employee's overall performance during the rating period, place the letter in the rating box corresponding to the statement which most accurately reflects his level of performance.					RATING LETTER S

SECRET

(When Filled In)

SECTION C

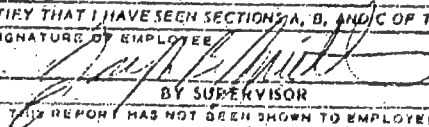
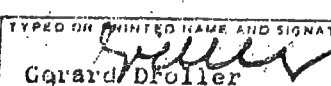
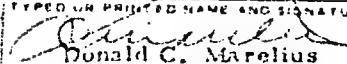
NARRATIVE COMMENTS

Indicate significant strengths or weaknesses demonstrated in current position keeping in proper perspective their relationship to overall performance. State suggestions made for improvement of work performance. Give recommendations for training. Comment on foreign language competence, if required for current position. Amplify or explain ratings given in Section B to provide basis for determining future personnel action. Manner of performance of managerial or supervisory duties and cost consciousness in the use of personnel, space, equipment and funds, must be commented on, if applicable. If extra space is needed to complete Section C, attach a separate sheet of paper.

Mr. Smith lives cover action -- his imaginative and disciplined mind comes forth with many operational concepts and ideas ranging from simple, quite routine matters to complicated and carefully shaded activities. It is to be expected that within this enthusiastic outpouring, practical details of implementation are sometimes buried. In these instances, Mr. Smith quickly trims his sails and comes forth with the needed realistic approach. In short, he is a fine operations officer, more competent and at ease in real as against planning or policy situations.

SECTION D

CERTIFICATION AND COMMENTS

1. BY EMPLOYEE		
I CERTIFY THAT I HAVE SEEN SECTION A, B, AND C OF THIS REPORT		
DATE	SIGNATURE OF EMPLOYEE	
24 February 1969		
2. BY SUPERVISOR		
MONTHS EMPLOYEE HAS BEEN UNDER MY SUPERVISION	IF THIS REPORT HAS NOT BEEN SHOWN TO EMPLOYEE, GIVE EXPLANATION	
DATE	OFFICIAL TITLE OF SUPERVISOR	TYPED OR PRINTED NAME AND SIGNATURE
24 February 1969	C/WH/CA	 Gerard Droller
3. BY REVIEWING OFFICIAL		
COMMENTS OF REVIEWING OFFICIAL		
Mr. Smith is an excellent CA officer. I concur in this report.		
DATE	OFFICIAL TITLE OF REVIEWING OFFICIAL	TYPED OR PRINTED NAME AND SIGNATURE
26 February 1969	WH/Executive Officer	 Donald C. Marelius

SECRET

SECRET
(When Filled In)

FITNESS REPORT					EMPLOYEE SERIAL NUMBER	
					007894	
SECTION A GENERAL						
1. NAME (Last) (First) (Middle)			2. DATE OF BIRTH	3. SEX	4. GRADE	5. SD
SMITH, Joseph B.			16 June 1921	M	GS-14	D
6. OFFICIAL POSITION TITLE			7. OFF DIV/BR OF ASSIGNMENT		8. CURRENT STATION	
Instr Ops			DDS/OTR/OS/HTB		Hdqs. USAF/CS	
9. CHECK (X) TYPE OF APPOINTMENT			10. CHECK (X) TYPE OF REPORT			
<input checked="" type="checkbox"/> CAREER <input type="checkbox"/> RESERVE <input type="checkbox"/> TEMPORARY			<input type="checkbox"/> INITIAL <input type="checkbox"/> REASSIGNMENT SUPERVISOR			
<input type="checkbox"/> CAREER-PROVISIONAL (See Instructions - Section C)			<input checked="" type="checkbox"/> ANNUAL <input type="checkbox"/> REASSIGNMENT EMPLOYEE			
SPECIAL (Specify):			SPECIAL (Specify):			
11. DATE REPORT DUE IN O.P.			12. REPORTING PERIOD (From - to)			
30 April 1968			1 April 1967 to 29 March 1968			
SECTION B PERFORMANCE EVALUATION						
<p>W - Weak Performance ranges from wholly inadequate to slightly less than satisfactory. A rating in this category requires positive remedial action. The nature of the action could range from counseling, to further training, to placing on probation, to reassignment or to separation. Describe action taken or proposed in Section C.</p> <p>A - Adequate Performance meets all requirements. It is entirely satisfactory and is characterized neither by deficiency nor excellence.</p> <p>P - Proficient Performance is more than satisfactory. Desired results are being produced in a proficient manner.</p> <p>S - Strong Performance is characterized by exceptional proficiency.</p> <p>O - Outstanding Performance is so exceptional in relation to requirements of the work and in comparison to the performance of others doing similar work as to warrant special recognition.</p>						
SPECIFIC DUTIES						
List up to six of the most important specific duties performed during the rating period. Insert rating letter which best describes the manner in which employee performs EACH specific duty. Consider ONLY effectiveness in performance of that duty. All employees with supervisory responsibilities MUST be rated on their ability to supervise (indicate number of employees supervised).						
SPECIFIC DUTY NO. 1						RATING LETTER
Chief Instructor for the Covert Action Operations Seminar and the CA Politics Workshop.						S
SPECIFIC DUTY NO. 2						RATING LETTER
Course Coordinator for the Vietnam Psywar Course given to the military in conjunction with FE Division.						S
SPECIFIC DUTY NO. 3						RATING LETTER
Tradecraft Advisor and Coordinator for the Operations Support Course						S
SPECIFIC DUTY NO. 4						RATING LETTER
DE 50 - DM 60						
SPECIFIC DUTY NO. 5						RATING LETTER
DE 10						
SPECIFIC DUTY NO. 6						RATING LETTER
20 MAY 1968						
OVERALL PERFORMANCE IN CURRENT POSITION						
Take into account everything about the employee which influences his effectiveness in his current position such as performance of specific duties, productivity, conduct on job, cooperativeness, pertinent personal traits or habits, and particular limitations or talents. Based on your knowledge of employee's overall performance during the rating period, place the letter in the rating box corresponding to the statement which most accurately reflects his level of performance.						RATING LETTER
						S

SECRET

(When Filled In)

SECTION C

NARRATIVE COMMENTS

Indicate significant strengths or weaknesses demonstrated in current position keeping in proper perspective their relationship to overall performance. State suggestions made for improvement of work performance. Give recommendations for training. Comment on foreign language competence, if required for current position. Amplify or explain ratings given in Section B to provide basis for determining future personnel action. Manner of performance of managerial or supervisory duties and cost consciousness in the use of personnel, space, equipment and funds, must be commented on, if applicable. If extra space is needed to complete Section C, attach a separate sheet of paper.

As indicated in the last Fitness Report, Mr. Smith assumed responsibility for Covert Action training presented by this Branch in the wake of compromise of a wide range of Agency CA activities. Quite apart from all the operational consequences of these public disclosures, there were also, of course, concomitant ramifications in the training field. Following careful study and examination of the new situation, Mr. Smith devised, in closest coordination with the CA Staff, a radically new and different Covert Action curriculum. The existing comprehensive courses on youth and labor operations were discontinued for obvious reasons. In place of these and the part-time Covert Action Operations Course, Mr. Smith developed a new, full-time, three-day Covert Action Operations Seminar for middle and senior grade officers. This intensive seminar, stressing the integrated nature of CS operations, was designed as a basic core around which skills-oriented seminars or workshops could be built to deal with such topics as propaganda operations, election operations, use of agents of influence, etc. To date, in line with this concept, a Politics Workshop has been created to provide training in the assessment, recruitment, and handling of assets among key interest groups, including political parties.

The resonance which these new courses has evoked confirms the soundness of Mr. Smith's creative efforts in completely revamping Covert Action training in the

(cont.)

SECTION D

CERTIFICATION AND COMMENTS

1.

BY EMPLOYEE

I CERTIFY THAT I HAVE SEEN SECTIONS A, B, AND C OF THIS REPORT

DATE

10 May 68

SIGNATURE OF EMPLOYEE

James P. Smith

2.

BY SUPERVISOR

WHY THE EMPLOYEE HAS BEEN UNDER MY SUPERVISION

6

IF THIS REPORT HAS NOT BEEN SHOWN TO EMPLOYEE, GIVE EXPLANATION

DATE

10 May 1968

OFFICIAL TITLE OF SUPERVISOR

Chief, Headquarters Training, Operations School/OTR

TYPED OR PRINTED NAME AND SIGNATURE

C. M. Broutsas
C. M. BROUTSAS

3.

BY REVIEWING OFFICIAL

COMMENTS OF REVIEWING OFFICIAL

Concur. Mr. Smith has done his job with distinction and with credit to himself and his career service. His assignment to OTR is a first-rate example of quality in rotational tours. At the same time he has given a good deal to the training mission, I think it also fair to say he has gained professionally from the rather wide exposure to disciplines other than CA which he has handled extremely well.

DATE

10 May 1968

OFFICIAL TITLE OF REVIEWING OFFICIAL

Chief, Operations School/OTR

TYPED OR PRINTED NAME AND SIGNATURE

Charles B. Wheeler
CHARLES B. WHEELER

SECRET

SECRET

SECTION C - NARRATIVE COMMENTS, Joseph B. Smith (cont.)

Agency. In design and content the new courses reflect thoughtfulness, imagination, and realism--a combination of traits only too seldom encountered.

As a corollary to the main duties cited above, Mr. Smith has also successfully run, in conjunction with FE Division, a Psychological Warfare Operations Course for military officers being assigned to MACV/SOG in Saigon. Finally, in the CA field, Mr. Smith has provided tutorials, as requested by various area Divisions, to a number of Staff and Contract Agents and to foreign liaison representatives in such fields as black radio, youth and student operations, veterans organizations, and methods of countering Communist propaganda.

In February 1968 Mr. Smith was asked to assume responsibility as Tradecraft Advisor and Coordinator for the Operations Support Course, a critical block of instruction for (primarily young and inexperienced) CS clericals headed for overseas assignments where they may be called upon to assist case officers in operational support tasks. Although, strictly speaking, this teaching and coordination task was outside Mr. Smith's normal purview and main area of expertise, he accepted this additional responsibility with exemplary willingness, and then proceeded to discharge it smoothly, energetically, and effectively. In addition to managing an extensive live problem, the Tradecraft Advisor must ensure that presentations by a number of instructors result in a balanced and coherent coverage of all operational subjects in the course. This entails the coordination of efforts of several senior and experienced instructors, all under the nominal aegis of the course's Chief Instructor, and, thus, demands a great deal of finesse and tact. Mr. Smith has not only fulfilled this difficult role in a highly efficient manner but has also drawn on his own long Field experience for pertinent and meaningful contributions to the course.

Mr. Smith occasionally handles Branch-wide administrative tasks and in my absence functions as Acting Chief, Headquarters Training Branch, to my complete satisfaction. At such times he has exercised supervisory responsibilities well. He is cost conscious and makes effective use of personnel, space, equipment, and funds.

SECRET

00000

SECRET

In summary, Mr. Smith is a mature and responsible officer, keeps things nicely in perspective, and has a good sense of priorities. In tackling problems he strives to make molehills out of mountains, which is a refreshing change; in short, a dedicated and intelligent officer and, withal, unfailingly cordial and cooperative.

SECRET

SECRET
(When Filled In)

FITNESS REPORT				EMPLOYEE SERIAL NUMBER	
				007894	
SECTION A GENERAL					
1. NAME (Last) (First) (Middle)			2. DATE OF BIRTH	3. SEX	4. GRADE 5. SD
SMITH, Joseph B.			16 June 1921	M	GS-14 D
6. OFFICIAL POSITION/TITLE			7. OFF/DIV/BR OF ASSIGNMENT 8. CURRENT STATION		
Instr Operations			DDS/OTR/OS/HT Headquarters WAC		
9. CHECK (X) TYPE OF APPOINTMENT			10. CHECK (X) TYPE OF REPORT		
<input checked="" type="checkbox"/> CAREER <input type="checkbox"/> RESERVE <input type="checkbox"/> TEMPORARY			<input type="checkbox"/> INITIAL <input type="checkbox"/> REASSIGNMENT SUPERVISOR		
CAREER-PROVISIONAL (See instructions - Section C)			<input checked="" type="checkbox"/> ANNUAL <input type="checkbox"/> REASSIGNMENT EMPLOYEE		
SPECIAL (Specify)			SPECIAL (Specify)		
11. DATE REPORT DUE IN O.P.			12. REPORTING PERIOD (From - to)		
28 April 1967			1 April 1966 - 31 March 1967		
SECTION B PERFORMANCE EVALUATION					
<p>W - Weak Performance ranges from wholly inadequate to slightly less than satisfactory. A rating in this category requires positive remedial action. The nature of the action could range from counseling, to further training, to placing on probation, to reassignment or to separation. Describe action taken or proposed in Section C.</p> <p>A - Adequate Performance meets all requirements. It is entirely satisfactory and is characterized neither by deficiency nor excellence.</p> <p>P - Proficient Performance is more than satisfactory. Desired results are being produced in a proficient manner.</p> <p>S - Strong Performance is characterized by exceptional proficiency.</p> <p>O - Outstanding Performance is so exceptional in relation to requirements of the work and in comparison to the performance of others doing similar work as to warrant special recognition.</p>					
SPECIFIC DUTIES					
List up to six of the most important specific duties performed during the rating period. Insert rating letter which best describes the manner in which employee performs EACH specific duty. Consider ONLY effectiveness in performance of that duty. All employees with supervisory responsibilities MUST be rated on their ability to supervise (indicate number of employees supervised).					RATING LETTER
SPECIFIC DUTY NO. 1 Chief Instructor for Covert Action subjects presented in Headquarters Training					S
SPECIFIC DUTY NO. 2					RATING LETTER
SPECIFIC DUTY NO. 3					RATING LETTER
SPECIFIC DUTY NO. 4					RATING LETTER
SPECIFIC DUTY NO. 5					RATING LETTER
SPECIFIC DUTY NO. 6					RATING LETTER
OVERALL PERFORMANCE IN CURRENT POSITION					RATING LETTER
Take into account everything about the employee which influences his effectiveness in his current position such as performance of specific duties, productivity, conduct on job, cooperativeness, pertinent personal traits or habits, and particular limitations or talents. Based on your knowledge of employee's overall performance during the rating period, place the letter in the rating box corresponding to the statement which most accurately reflects his level of performance.					S

SECRET

(When Filled In)

SECTION C

NARRATIVE COMMENTS

Indicate significant strengths or weaknesses demonstrated in current position keeping in proper perspective their relationship to overall performance. State suggestions made for improvement of work performance. Give recommendations for training. Comment on foreign language competence, if required for current position. Amplify or explain ratings given in Section B to provide basis for determining future personnel action. Manner of performance of managerial or supervisory duties and cost consciousness in the use of personnel, space, equipment and funds, must be commented on, if applicable. If extra space is needed to complete Section C, attach a separate sheet of paper.

APR 21 9 27 AM '67

Since his assignment to Headquarters Training Branch of the Operations School, Mr. Smith has been principally engaged in a thorough study and review of all courses in Covert Action previously given in OTR. This has been a long and complicated job, the difficulty of which has been compounded by the necessity, at least in part through public events, to plan and project a total revision of instruction in the CA field. As a result, Mr. Smith has not yet had the opportunity to teach. This will come shortly, however, when a new course begins on 8 May. The "Strong" rating given him here is based on the excellent work and thoroughly professional approach he has taken in all of the preparatory work he has undertaken. He has been eminently successful in establishing useful new relationships and in maintaining his old contacts in the Clandestine Services for the purpose of laying a solid groundwork for high quality training. In addition to his responsibilities in OTR he has been regularly consulted by the CA Staff in a survey of one of its activities. This is fine testimony for the regard in which he is held outside the confines of his present job. The prognosis for a very effective performance in all of his teaching assignments is excellent. He has no supervisory responsibilities and is average in cost consciousness.

SECTION D

CERTIFICATION AND COMMENTS

1.

BY EMPLOYEE

I CERTIFY THAT I HAVE SEEN SECTIONS A, B, AND C OF THIS REPORT

DATE

10 April 1967

SIGNATURE OF EMPLOYEE

Joseph B. Smith

2.

BY SUPERVISOR

MONTHS EMPLOYEE HAS BEEN UNDER MY SUPERVISION

6

IF THIS REPORT HAS NOT BEEN SHOWN TO EMPLOYEE, GIVE EXPLANATION

DATE

7 April 1967

OFFICIAL TITLE OF SUPERVISOR

Chief, Headquarters Training

TYPED OR PRINTED NAME AND SIGNATURE

Charles B. Wheeler
CHARLES B. WHEELER

3.

BY REVIEWING OFFICIAL

COMMENTS OF REVIEWING OFFICIAL

As noted above, Mr. Smith, for several valid reasons, has not done much teaching in his first six months in the Operations School, but judging from the way he handles himself in preparing his courses, he will be a very effective teacher once he begins, which will be very soon.

DATE

13 April 1967

OFFICIAL TITLE OF REVIEWING OFFICIAL

Chief, Operations School/TR

TYPED OR PRINTED NAME AND SIGNATURE

Benjamin H. Cushing
BENJAMIN H. CUSHING

SECRET

SECRET
(When Filled In)

FITNESS REPORT				EMPLOYEE SERIAL NUMBER	
				007894 ✓	
SECTION A GENERAL					
1. NAME <i>SMITH, JOSEPH B</i>		2. DATE OF BIRTH <i>16 Jun 21</i>	3. SEX <i>M</i>	4. GRADE <i>GS-14</i>	5. DO <i>D</i>
6. OFFICIAL POSITION TITLE <i>Ops Officer</i>		7. OFF/DIV/BR OF ASSIGNMENT <i>DDP/WH/4</i>		8. CURRENT STATION <i>Buenos Aires</i>	
9. CHECK (X) TYPE OF APPOINTMENT		10. CHECK (X) TYPE OF REPORT			
<input checked="" type="checkbox"/> CAREER <input type="checkbox"/> RESERVE <input type="checkbox"/> TEMPORARY		<input type="checkbox"/> INITIAL <input type="checkbox"/> ANNUAL <input checked="" type="checkbox"/> SPECIAL (Specify):			
11. DATE REPORT DUE IN O.P.		12. REPORTING PERIOD (From - to)			
		<i>1 April - 28 August 1966</i>			
SECTION B PERFORMANCE EVALUATION					
<p>W - Weak Performance ranges from wholly inadequate to slightly less than satisfactory. A rating in this category requires positive remedial action. The nature of the action could range from counseling, to further training, to placing on probation, to reassignment or to separation. Describe action taken or proposed in Section C.</p> <p>A - Adequate Performance meets all requirements. It is entirely satisfactory and is characterized neither by deficiency nor excellence.</p> <p>P - Proficient Performance is more than satisfactory. Desired results are being produced in a proficient manner.</p> <p>S - Strong Performance is characterized by exceptional proficiency.</p> <p>O - Outstanding Performance is so exceptional in relation to requirements of the work and in comparison to the performance of others doing similar work as to warrant special recognition.</p>					
SPECIFIC DUTIES					
List up to six of the most important specific duties performed during the rating period. Insert rating letter which best describes the manner in which employee performs EACH specific duty. Consider ONLY effectiveness in performance of that duty. All employee's with supervisory responsibilities MUST be rated on their ability to supervise (indicate number of employees supervised).					
SPECIFIC DUTY NO. 1 <i>Operational and administrative management of all Station media activities.</i>					RATING LETTER <i>S</i>
SPECIFIC DUTY NO. 2 <i>Conduct liaison with local services on Covert Action operations.</i>					RATING LETTER <i>S</i>
SPECIFIC DUTY NO. 3 <i>Spotting, developing, handling and exploiting unilateral assets.</i>					RATING LETTER <i>P</i>
SPECIFIC DUTY NO. 4 <i>Preparation of operational, contact and dissemination reports.</i>					RATING LETTER <i>S</i>
SPECIFIC DUTY NO. 5 <i>Preparation of operational programs, projects and briefing papers in the media field.</i>					RATING LETTER <i>S</i>
SPECIFIC DUTY NO. 6					RATING LETTER
OVERALL PERFORMANCE IN CURRENT POSITION					
Take into account everything about the employee which influences his effectiveness in his current position such as performance of specific duties, productivity, conduct on job, cooperativeness, pertinent personal traits or habits, and particular limitations or talents. Based on your knowledge of employee's overall performance during the rating period, place the letter in the rating box corresponding to the statement which most accurately reflects his level of performance.					RATING LETTER <i>S</i>

SECRET

(When Filled In)

SECTION C

NARRATIVE COMMENTS

Indicate significant strengths or weaknesses demonstrated in current position keeping in proper perspective their relationship to overall performance. State suggestions made for improvement of work performance. Give recommendations for training. Comment on foreign language competence, if required for current position. Amplify all ratings given in Section B to provide basis for determining future personnel action. Manner of performance of managerial or supervisory duties and cost consciousness in the use of personnel, space, equipment and funds, must be commented on, if applicable. If extra space is needed to complete Section C, attach a separate sheet of paper.

Subject has been under the direct guidance and supervision of this rating officer for a period of 14 months. This report is being submitted because of the transfer of the employee. For the last 6 weeks of the period covered by this report Subject was under the direct supervision of the COS because of the absence from the Station of this rating officer. Any differences of opinion with respect to the caliber of Subject's performance during the last six weeks will be reflected in the reviewing officer's comments.

During this period, as in the preceding period, Subject carried out all of his assigned duties and responsibilities in a highly professional and thoroughly competent manner. He continued to show a good deal of initiative and imagination in dealing with the liaison services on day to day matters. He demonstrated a keen sense of the internal political situation and he made maximum use of his contacts to elicit a large amount of disseminable information. Subject took over one new operational project during this period and he was able, because of his deep knowledge and understanding of the operational techniques employed in the CA field, to improve on the quality of the agent's product. Subject is an able and fully qualified officer who acquired a good deal of expertise about local operating conditions and then proceeded to apply his specialized knowledge and past experience to the Station's advantage. He has a great capacity for creative

SECTION D

CERTIFICATION AND COMMENTS

1.

BY EMPLOYEE

I CERTIFY THAT I HAVE SEEN SECTIONS A, B, AND C OF THIS REPORT.

DATE

SIGNATURE OF EMPLOYEE

2.

BY SUPERVISOR

MONTHS EMPLOYEE HAS BEEN UNDER MY SUPERVISION

IF THIS REPORT HAS NOT BEEN SHOWN TO EMPLOYEE, GIVE EXPLANATION

14

DATE

OFFICIAL TITLE OF SUPERVISOR

TYPED OR PRINTED NAME AND SIGNATURE

15 September 66

Deputy Chief of Station

Michael Tanos /s/

3.

BY REVIEWING OFFICIAL

COMMENTS OF REVIEWING OFFICIAL

I would have rated Subject employee about the same. During the period under review, I had the opportunity to follow this employee's activities closely and can attest to his professional and imaginative handling of key assets. He corrected an earlier occupational fault found in many CA officers of a lack of cost consciousness, by cutting back on costs without adverse results to the operations concerned. During the one year under my observation, this employee performed highly satisfactorily.

DATE

OFFICIAL TITLE OF REVIEWING OFFICIAL

TYPED OR PRINTED NAME AND SIGNATURE

16 September 66

Chief of Station

Nicholas Natsios /s/

SECRET

SECRET

- 2 -

SECTION C (CONTINUED)

thinking; he is perceptive and resourceful. He requires a minimum of guidance and direction. Subject showed some definite improvement with respect to cost consciousness and it is noteworthy that it did not adversely affect his enthusiasm. His operational and positive reports continue to be clear, concise and well written.

Summed up, Subject is a highly regarded professional officer who made a most worthwhile contribution to the Station's overall mission.

SECRET

S-E-C-R-E-T
(when filled in)

MEMORANDUM FOR: Chief, Transactions & Records Branch/OP
FROM: Chief, External Training Branch/RS/TR
SUBJECT: Completion of External Training

21 DEC 1966

This is to advise you that SMITH, Joseph Burkholder training
request # R-18762 attended the following external training program:

COURSE: NATIONAL INTERDEPARTMENTAL SEMINAR
INSTITUTION: DEPARTMENT OF STATE
DATE: 21 NOVEMBER - 16 DECEMBER 1966
GRADE: Successful Completion

FOR THE DIRECTOR OF TRAINING:

[Signature]

Attachments:

- ☐ Grade Report
- ☒ Certificate of Satisfactory/Successful Completion
- ☐ Certificate of Completion
- ☐ Roster of Participants
- ☐ Training Report by Institution
- ☐ Training Report by Student
- ☐ None
- ☐ Other: _____

GROUP I
excluded from automatic
downgrading and
declassification

S-E-C-R-E-T
(when filled in)



Department of State • Department of Defense •
Agency for International Development • U. S. Information Agency

★
NATIONAL INTERDEPARTMENTAL SEMINAR
★

This is to certify that

Joseph Burkholder Smith

has successfully completed the seminar on
**PROBLEMS OF DEVELOPMENT
AND INTERNAL DEFENSE**
at the Foreign Service Institute, Washington, D.C.

A TRUE COPY OF
SIGNED ORIGINAL

Seminar Coordinator

December 16, 1966

W. H. Callahan
Director of FSI

SECRET

(When Filled In)

FITNESS REPORT

EMPLOYER SERIAL NUMBER

007894

SECTION A

GENERAL

1. NAME (Last) <i>Smith</i> (First) <i>Joseph</i> (Middle) <i>B</i>	2. DATE OF BIRTH 16 Jun 21	3. SEX M	4. GRADE GS-14	5. SD D
6. OFFICIAL POSITION TITLE Ops Officer	7. OFF/DIV/BR OF ASSIGNMENT DDP/WH/4	8. CURRENT STATION Buenos Aires		
9. CHECK (X) TYPE OF APPOINTMENT <input checked="" type="checkbox"/> CAREER <input type="checkbox"/> RESERVE <input type="checkbox"/> TEMPORARY	10. CHECK (X) TYPE OF REPORT <input checked="" type="checkbox"/> INITIAL <input type="checkbox"/> ANNUAL <input type="checkbox"/> REASSIGNMENT SUPERVISOR <input type="checkbox"/> REASSIGNMENT EMPLOYEE			
11. DATE REPORT DUE IN O.P. 31 May 1966	12. REPORTING PERIOD (From - to) 13 July 1965 - 31 Mar 1966			

SECTION B

PERFORMANCE EVALUATION

- W - Weak** Performance ranges from wholly inadequate to slightly less than satisfactory. A rating in this category requires positive remedial action. The nature of the action could range from counseling, to further training, to placing on probation, to reassignment or to separation. Describe action taken or proposed in Section C.
- A - Adequate** Performance meets all requirements. It is entirely satisfactory and is characterized neither by deficiency nor excellence.
- P - Proficient** Performance is more than satisfactory. Desired results are being produced in a proficient manner.
- S - Strong** Performance is characterized by exceptional proficiency.
- O - Outstanding** Performance is so exceptional in relation to requirements of the work and in comparison to the performance of others doing similar work as to warrant special recognition.

SPECIFIC DUTIES

List up to six of the most important specific duties performed during the rating period. Insert rating letter which best describes the manner in which employee performs EACH specific duty. Consider ONLY effectiveness in performance of that duty. All employees with supervisory responsibilities MUST be rated on their ability to supervise (indicate number of employees supervised).

SPECIFIC DUTY NO. 1

Operational and administrative management of all Station media activities.

RATING LETTER

S

SPECIFIC DUTY NO. 2

Conduct liaison with local services on Covert Action operations.

RATING LETTER

S

SPECIFIC DUTY NO. 3

Supervise one deep cover agent who operates in the student field.

RATING LETTER

P

SPECIFIC DUTY NO. 4

Spotting, developing, handling and exploiting unilateral assets.

RATING LETTER

P

SPECIFIC DUTY NO. 5

Preparation of operational, contact and dissemination reports.

RATING LETTER

S

SPECIFIC DUTY NO. 6

Preparation of operational programs, projects and briefing papers in the media field.

RATING LETTER

S

OVERALL PERFORMANCE IN CURRENT POSITION

Take into account everything about the employee which influences his effectiveness in his current position such as performance of specific duties, productivity, conduct on job, cooperativeness, pertinent personal traits or habits, and particular limitations or talents. Based on your knowledge of employee's overall performance during the rating period, place the letter in the rating box corresponding to the statement which most accurately reflects his level of performance.

RATING LETTER

S

SECRET

SECRET

(When Filled In)

SECTION C

NARRATIVE COMMENTS

Indicate significant strengths or weaknesses demonstrated in current position keeping in proper perspective the relationship to overall performance. State suggestions made for improvement of work performance. Give recommendations for training. Comment on foreign language competence, if required for current position. Amplify or explain ratings given in Section B to provide basis for determining future personnel action. Manner of performance of managerial or supervisory duties must be described, if applicable.

Subject has been under the direct guidance and supervision of this rating officer for the nine-month period covered by this report.

Subject is well grounded in the knowledge and application of Covert Action tradecraft techniques and he has amply demonstrated an ability for creative thinking. He is both imaginative and resourceful and he uses his extensive knowledge of the internal political scene and his fluency in Spanish to the best operational advantage. He has initiative and he is persistent in carrying things through to a conclusion. He has an excellent facility for written communication. His operational and positive reports are clear, concise and well presented. He requires a minimum of guidance and direction. He responds very well to supervision and he accepts comments, suggestions and criticism in the constructive light in which they are presented. As a supervisor he has been able to obtain satisfactory results.

Subject's only weakness is that he tends to be less cost conscious than is desirable and unless his activities are circumscribed he is apt to allow his fertile mind and enthusiasm to get out of hand.

Summed up, Subject is a highly professional and experienced officer who has all of the necessary operational and intellectual abilities to meet the requirements of the job.

SECTION D

CERTIFICATION AND COMMENTS

1. BY EMPLOYEE		
I CERTIFY THAT I HAVE SEEN SECTIONS A, B, AND C OF THIS REPORT		
DATE 26 April 1966	SIGNATURE OF EMPLOYEE (P) [Signature] /s/	
2. BY SUPERVISOR		
MONTHS EMPLOYEE HAS BEEN UNDER MY SUPERVISION Nine	IF THIS REPORT HAS NOT BEEN SHOWN TO EMPLOYEE, GIVE EXPLANATION	
DATE 26 April 1966	OFFICIAL TITLE OF SUPERVISOR Deputy Chief of Station	TYPED OR PRINTED NAME AND SIGNATURE Michael Tanos /s/
3. BY REVIEWING OFFICIAL		
COMMENTS OF REVIEWING OFFICIAL I would have rated Subject officer approximately the same. In the past eight months that I have observed him in action, he has demonstrated an ability to get things done in a professional manner. He is, without doubt, the most professional and effective senior case officer at this Station. It was a pleasure to work with this officer and he will be sorely missed after his departure in August.		
DATE 27 April 1966	OFFICIAL TITLE OF REVIEWING OFFICIAL Chief of Station.	TYPED OR PRINTED NAME AND SIGNATURE Nicholas A. Natston /s/


SECRET

SECRET
(When Filled In)

FITNESS REPORT				EMPLOYEE SERIAL NUMBER 007394	
SECTION A - GENERAL					
1. NAME (Last) Smith (First) John (Middle) Q		2. DATE OF BIRTH 16 June 21		3. SEX M	
4. GRADE GS-14		5. PD D			
6. OFFICIAL POSITION/TITLE Operations Officer		7. OFF/DIV/BR OF ASSIGNMENT DDP/WH/4		8. CURRENT STATION Buenos Aires	
9. CHECK (X) TYPE OF APPOINTMENT <input checked="" type="checkbox"/> CAREER <input type="checkbox"/> RESERVE <input type="checkbox"/> TEMPORARY		10. CHECK (X) TYPE OF REPORT <input checked="" type="checkbox"/> INITIAL <input type="checkbox"/> REASSIGNMENT SUPERVISOR <input type="checkbox"/> ANNUAL <input type="checkbox"/> REASSIGNMENT EMPLOYEE <input type="checkbox"/> SPECIAL (Specify):			
11. DATE REPORT DUE IN O.P. 31 August 1965		12. REPORTING PERIOD (From - to) 1 April 1965 - 12 July 1965			
SECTION B - PERFORMANCE EVALUATION					
<p>W - <u>Weak</u> Performance ranges from wholly inadequate to slightly less than satisfactory. A rating in this category requires positive remedial action. The nature of the action could range from counseling, to further training, to placing on probation, to reassignment or to separation. Describe action taken or proposed in Section C.</p> <p>A - <u>Adequate</u> Performance meets all requirements. It is entirely satisfactory and is characterized neither by deficiency nor excellence.</p> <p>P - <u>Proficient</u> Performance is more than satisfactory. Desired results are being produced in a proficient manner.</p> <p>S - <u>Strong</u> Performance is characterized by exceptional proficiency.</p> <p>O - <u>Outstanding</u> Performance is so exceptional in relation to requirements of the work and in comparison to the performance of others doing similar work as to warrant special recognition.</p>					
SPECIFIC DUTIES					
List up to six of the most important specific duties performed during the rating period. Insert rating letter which best describes the manner in which employee performs EACH specific duty. Consider ONLY effectiveness in performance of that duty. All employees with supervisory responsibilities MUST be rated on their ability to supervise (indicate number of employees supervised).					
SPECIFIC DUTY NO. 1 Maintains contact with Chief and other key officers of the Psychological Action Department of the principal Argentine intelligence service and is case officer for an important and large CA project run in conjunction with the local service.					RATING LETTER S
SPECIFIC DUTY NO. 2 Case officer for three unilateral CA projects in the following fields: one propaganda (films), one student/youth, and one political action. These projects have significant FI overtones.					RATING LETTER S
SPECIFIC DUTY NO. 3 Case officer of a new project essentially FI in nature.					RATING LETTER S
SPECIFIC DUTY NO. 4 Supervisor for one American Staff Agent in the CA field who is case officer of one formal project and is engaged in important developmental work.					RATING LETTER S
SPECIFIC DUTY NO. 5 Assists the Station CA officer in over-all and tactical planning.					RATING LETTER S
SPECIFIC DUTY NO. 6					RATING LETTER S
OVERALL PERFORMANCE IN CURRENT POSITION					
Take into account everything about the employee which influences his effectiveness in his current position such as performance of specific duties, productivity, conduct on job, cooperativeness, pertinent personal traits or habits, and participation in training or talents. Based on your knowledge of employee's overall performance during the rating period, place the letter in the rating box corresponding to the statement which most accurately reflects his level of performance.					RATING LETTER S

SECRET

(When Filled In)

SECTION C		NARRATIVE COMMENTS	
<p>Indicate significant strengths or weaknesses demonstrated in current position. Beings in proper perspective their relationship to overall performance. State suggestions made for improvement of work performance. Give recommendations for training. Comment on foreign language competence, if required for current position. Amplify or explain ratings given in Section B to provide basis for determining future personnel action. Manner of performance of managerial or supervisory duties must be described, if applicable.</p>			
<p>This report is submitted due to the reassignment of the supervisor. Subject's performance remains as before. The Rating Letter of Specific Duty No. 1 was lowered from "O" to "S" for the simple reason that the goal in large measure has been achieved, i.e., a substantial reduction in costs but with a concurrent improvement in the net product - a not inconsiderable achievement in that this is a joint undertaking with the local service. Specific Duty No. 2 lists three unilateral CA projects rather than four as described in the last report. This is due to the termination (on Subject's recommendation) of one of these projects.</p>			
SECTION D			
CERTIFICATION AND COMMENTS			
1. BY EMPLOYEE			
I CERTIFY THAT I HAVE SEEN SECTIONS A, B, AND C OF THIS REPORT			
DATE	SIGNATURE OF EMPLOYEE		
12 July 65	 /s/		
2. BY SUPERVISOR			
MONTHS EMPLOYEE HAS BEEN UNDER MY SUPERVISION	IF THIS REPORT HAS NOT BEEN SHOWN TO EMPLOYEE, GIVE EXPLANATION		
15			
DATE	OFFICIAL TITLE OF SUPERVISOR	TYPED OR PRINTED NAME AND SIGNATURE	
12 July 65	Operations Officer	Frederick Larkin /s/	
3. BY REVIEWING OFFICIAL			
COMMENTS OF REVIEWING OFFICIAL			
<p>This officer's performance in the last three months has continued at a high level and I have nothing to add to the reviewing comments made in his last report.</p>			
DATE	OFFICIAL TITLE OF REVIEWING OFFICIAL	TYPED OR PRINTED NAME AND SIGNATURE	
12 July 65	Chief of Station	J. Foster Collins /s/	

SECRET

SECRET
(When Filled In)

FITNESS REPORT				EMPLOYEE SERIAL NUMBER	
SECTION A <i>Smith, Joseph B.</i> GENERAL				007694	
1. NAME (Last) (First) (Middle)		2. DATE OF BIRTH	3. SEX	4. GRADE	5. SD.
<i>Smith, Joseph B.</i>		16 June 21	M	GS-14	D
6. OFFICIAL POSITION TITLE Ops. Officer		7. OFF/DIV. OR OF ASSIGNMENT DDP/WV/L		8. CURRENT STATION Buenos Aires	
9. CHECK (X) TYPE OF APPOINTMENT			10. CHECK (X) TYPE OF REPORT		
<input checked="" type="checkbox"/> CAREER <input type="checkbox"/> RESERVE <input type="checkbox"/> TEMPORARY <input type="checkbox"/> CAREER-PROVISIONAL (See Instructions - Section C) SPECIAL (Specify):			<input checked="" type="checkbox"/> INITIAL <input type="checkbox"/> REASSIGNMENT SUPERVISOR <input checked="" type="checkbox"/> ANNUAL <input type="checkbox"/> REASSIGNMENT EMPLOYEE SPECIAL (Specify):		
11. DATE REPORT DUE IN O.P. 31 May 1965			12. REPORTING PERIOD (From - to) 1 April 1964 - 31 March 1965		
SECTION B PERFORMANCE EVALUATION					
<p>W - Weak Performance ranges from wholly inadequate to slightly less than satisfactory. A rating in this category requires positive remedial action. The nature of the action could range from counseling, to further training, to placing on probation, to reassignment or to separation. Describe action taken or proposed in Section C.</p> <p>A - Adequate Performance meets all requirements. It is entirely satisfactory and is characterized neither by deficiency nor excellence.</p> <p>P - Proficient Performance is more than satisfactory. Desired results are being produced in a proficient manner.</p> <p>S - Strong Performance is characterized by exceptional proficiency.</p> <p>O - Outstanding Performance is so exceptional in relation to requirements of the work and in comparison to the performance of others doing similar work as to warrant special recognition.</p>					
SPECIFIC DUTIES					
List up to six of the most important specific duties performed during the rating period. Insert rating letter which best describes the manner in which employee performs EACH specific duty. Consider ONLY effectiveness in performance of that duty. All employees with supervisory responsibilities MUST be rated on their ability to supervise (indicate number of employees supervised).					
SPECIFIC DUTY NO. 1 Maintains contact with the Chief and other key officers of the Psychological Action Department of the principal Argentine intelligence service and is case officer for an important and large CA project run in conjunction with the local service.					RATING LETTER O
SPECIFIC DUTY NO. 2 Case officer for four unilateral CA projects in the following fields: one propaganda (films), two student/youth, and one political action. These projects have significant FI overtones.					RATING LETTER S
SPECIFIC DUTY NO. 3 Case officer of a new project essentially FI in nature.					RATING LETTER S
SPECIFIC DUTY NO. 4 Supervisor for one American Staff Agent in the CA field who is case officer of one formal project and is engaged in important developmental work.					RATING LETTER S
SPECIFIC DUTY NO. 5 Assists the Station CA officer in over-all and tactical planning.					RATING LETTER S
SPECIFIC DUTY NO. 6 Serves as coordinator of the Station's activities in the student youth field.					RATING LETTER P
OVERALL PERFORMANCE IN CURRENT POSITION					
Take into account everything about the employee which influences his effectiveness in his current position such as performance of specific duties, productivity, conduct on job, cooperativeness, pertinent personal traits or habits, and particular limitations or talents. Based on your knowledge of employee's overall performance during the rating period, place the letter in the rating box corresponding to the statement which most accurately reflects his level of performance.					RATING LETTER S

SECRET

(When Filled In)

SECTION C		NARRATIVE COMMENTS	
<p>Indicate significant strengths or weaknesses demonstrated in current position keeping in perspective their relationship to overall performance. State suggestions made for improvement of work performance. Give recommendations for training. Comment on foreign language competence, if required for current position. Amplify or explain ratings given in Section B to provide basis for determining future personnel action. Manner of performance of managerial or supervisory duties must be described, if applicable.</p>			
<p>There is little change over the previous report. Subject remains eager and aggressive and his enthusiasm for his assignment has not been dulled by the everyday frustrations and difficulties of doing business and living in Argentina. Subject's political action project was reactivated during this period with the return to Buenos Aires of the principal agent. This activity shows promise of making an important contribution to understanding the political tides at work in Argentina. Subject has developed a long-time agent in the liaison service (and recruited his wife) to a point where the "take" has been considerably improved. Subject's project management remains good and his reporting is both timely and in depth.</p> <p>Subject supervises an American Staff Agent under deep cover in which effort Subject exhibits a high degree of competence. This officer continues to show an admirable cost consciousness which can be demonstrated in his management of a large and important CA liaison project; the costs to the Agency of this project have been reduced about 65% since subject assumed direction while at the same time improving the end result. Subject's Spanish continues to improve and he has no difficulty in understanding and in speaking with Argentines who have no English.</p> <p>Subject has obviously established effective rapport with his agents and his Argentine colleagues and friends. This is in part due to a genuine interest on Subject's part in these people, their country's problems, and their culture. Subject remains responsive to guidance</p>			
SECTION D		CERTIFICATION AND COMMENTS	
1. BY EMPLOYEE			
I CERTIFY THAT I HAVE SEEN SECTIONS A, B, AND C OF THIS REPORT			
DATE	SIGNATURE OF EMPLOYEE		
24 May 65	<i>[Signature]</i> /s/		
2. BY SUPERVISOR			
MONTHS EMPLOYEE HAS BEEN UNDER MY SUPERVISION	IF THIS REPORT HAS NOT BEEN SHOWN TO EMPLOYEE, GIVE EXPLANATION		
12			
DATE	OFFICIAL TITLE OF SUPERVISOR	TYPED OR PRINTED NAME AND SIGNATURE	
24 May 65	Operations Officer	Frederick Larkin, Jr. /s/	
3. BY REVIEWING OFFICIAL			
COMMENTS OF REVIEWING OFFICIAL			
<p>From fairly close observation of his work I agree generally with ratings and comments of supervisor. The rating of "outstanding" on his work with liaison was justified in his last report because of the exceptional job he had done in developing this relationship. While he has continued to maintain it at a high level, there is some question in my mind whether a rating of "outstanding" is still justified. He is definitely a strong and active officer, handling a heavy load of liaison and independent operations. A well-rounded judgement of this officer should, however, include the statement that he sometimes rushes ahead a bit too precipitously and enthusiastically, and is inclined to gloss over operational details which can be important. He is effective</p>			
DATE	OFFICIAL TITLE OF REVIEWING OFFICIAL	TYPED OR PRINTED NAME AND SIGNATURE	
24 May 65	Chief of Station	J. Foster Collins /s/	

SECRET

14-00000

S E C R E T

SECTION C (Continued)

and direction but is quick to disagree if such be the case. However, he can be counted upon to implement fully a decision once one has been reached.

SECTION D.3. (Continued)

in his written work, more so than in his oral presentations which tend to be somewhat rambling. He is a cheerful and outgoing person who has learned Spanish exceptionally rapidly and well. He has developed a good understanding of, and rapport with, his contacts both liaison and independent.

SECRET
(When Filled In)

FITNESS REPORT				EMPLOYEE SERIAL NUMBER 007894	
SECTION A GENERAL					
1. NAME (Last) <u>Smith, Robert</u> (First) (Middle)		2. DATE OF BIRTH <u>16 June 1921</u>	3. SEX <u>M</u>	4. GRADE <u>GS-14</u>	5. SD <u>D</u>
6. OFFICIAL POSITION TITLE <u>Operations Officer</u>		7. OFF/DIV/BR OF ASSIGNMENT <u>DDP WHD 2</u>		8. CURRENT STATION <u>Buenos Aires</u>	
9. CHECK (X) TYPE OF APPOINTMENT		10. CHECK (X) TYPE OF REPORT			
<input checked="" type="checkbox"/> CAREER <input type="checkbox"/> RESERVE <input type="checkbox"/> TEMPORARY <input type="checkbox"/> CAREER-PROVISIONAL (See Instructions - Section C) <input type="checkbox"/> SPECIAL (Specify):		<input type="checkbox"/> INITIAL <input type="checkbox"/> REASSIGNMENT SUPERVISOR <input checked="" type="checkbox"/> ANNUAL <input type="checkbox"/> REASSIGNMENT EMPLOYEE <input type="checkbox"/> SPECIAL (Specify):			
11. DATE REPORT DUE IN O.P. <u>31 May 1964</u>		12. REPORTING PERIOD (From - to) <u>1 April 1963-31 March 1964</u>			
SECTION B PERFORMANCE EVALUATION					
<p>W - Weak Performance ranges from wholly inadequate to slightly less than satisfactory. A rating in this category requires positive remedial action. The nature of the action could range from counseling, to further training, to placing on probation, to reassignment or to separation. Describe action taken or proposed in Section C.</p> <p>A - Adequate Performance meets all requirements. It is entirely satisfactory and is characterized neither by deficiency nor excellence.</p> <p>P - Proficient Performance is more than satisfactory. Desired results are being produced in a proficient manner.</p> <p>S - Strong Performance is characterized by exceptional proficiency.</p> <p>O - Outstanding Performance is so exceptional in relation to requirements of the work and in comparison to the performance of others doing similar work as to warrant special recognition.</p>					
SPECIFIC DUTIES					
List up to six of the most important specific duties performed during the rating period. Insert rating letter which best describes the manner in which employee performs EACH specific duty. Consider ONLY effectiveness in performance of that duty. All employees with supervisory responsibilities MUST be rated on their ability to supervise (indicate number of employees supervised).					
SPECIFIC DUTY NO. 1 <u>Maintains contact with the Chief and other key officers of the Psychological Action Department of the principal Argentine intelligence service and is case officer for an important and large CA project run in conjunction with the local service.</u>					RATING LETTER <u>O</u>
SPECIFIC DUTY NO. 2 <u>Case officer for four unilateral CA projects in the following fields: propaganda (films), economic action and reporting, student/youth, and political action. Three of these have significant FI overtones.</u>					RATING LETTER <u>S</u>
SPECIFIC DUTY NO. 3 <u>Supervisor for one American Staff Agent in the CA field who is case officer of one formal project and is engaged in important developmental work.</u>					RATING LETTER <u>S</u>
SPECIFIC DUTY NO. 4 <u>Assists the Station CA officer in over-all and tactical planning.</u>					RATING LETTER <u>P</u>
SPECIFIC DUTY NO. 5 <u>Serves as coordinator of the Station's activities in the student/youth field.</u>					RATING LETTER <u>P</u>
SPECIFIC DUTY NO. 6					RATING LETTER
OVERALL PERFORMANCE IN CURRENT POSITION					RATING LETTER <u>S</u>
Take into account everything about the employee which influences his effectiveness in his current position such as performance of specific duties, productivity, conduct on job, cooperativeness, pertinent personal traits or habits, and particular limitations or talents. Based on your knowledge of employee's overall performance during the rating period, place the letter in the rating box corresponding to the statement which most accurately reflects his level of performance.					

SECRET

(When Filled In)

SECTION C

NARRATIVE COMMENTS

Indicate significant strengths or weaknesses demonstrated in current position keeping in proper perspective their relationship to overall performance. State suggestions made for improvement of work performance. Give recommendations for training. Comment on foreign language competence, if required for current position. Amplify or explain ratings given in Section B to provide basis for determining future personnel action. Manner of performance of managerial or supervisory duties must be described, if applicable.

Subject remains the eager, aggressive, and intelligent individual described in his last Fitness Report. During the year under review, Subject was assigned case-officership of two agents taken over from an officer who departed PCS. One of these agents is in an area new to Subject--economic action and economic reporting. In total, Subject is case officer of four active projects plus one that is temporarily inactive as the agent is absent from Argentina. Also, Subject is the supervisor of one American Staff Agent under deep cover. Subject handles these varied assignments with a high degree of competence and indicates a versatility of high degree. Subject's project management is good and his formal reporting to both his supervisor and Headquarters is kept current and done in depth.

This officer has consistently shown a cost consciousness during the period he has been at this Station (24 months). In addition he has an ability to relate cost to production which has resulted in almost halving funds spent for his CA liaison project while at the same time improving the product--and with the cooperation of the local service.

Subject's language competence (Spanish) is sufficiently fluent to permit him to engage in extended professional conversations with agents and others who have no English.

--continued--

SECTION D

CERTIFICATION AND COMMENTS

1.

BY EMPLOYEE

DATE

22 May 1964

I CERTIFY THAT I HAVE SEEN SECTIONS A, B, AND C OF THIS REPORT

SIGNATURE OF EMPLOYEE

/s/ [Signature]

2.

BY SUPERVISOR

MONTHS EMPLOYEE HAS BEEN UNDER MY SUPERVISION

20

IF THIS REPORT HAS NOT BEEN SHOWN TO EMPLOYEE, GIVE EXPLANATION

DATE

22 May 1964

OFFICIAL TITLE OF SUPERVISOR

Operations Officer

TYPED OR PRINTED NAME AND SIGNATURE

/s/ Frederick Larkin

3.

BY REVIEWING OFFICIAL

COMMENTS OF REVIEWING OFFICIAL

I generally concur with the Supervisor's ratings on Subject and on his general comments. In direct dealings with this officer I find him an aggressive and well-rounded officer who carries a full load of projects and liaison activity. He is making a significant contribution to the Station's mission.

DATE

22 May 1964

OFFICIAL TITLE OF REVIEWING OFFICIAL

Chief of Station

TYPED OR PRINTED NAME AND SIGNATURE

/s/ J. Foster Collins

SECRET

14-00000

CONFIDENTIAL

Continuation of Section C, Fitness Report, attachment
to HABT-2892, 22 May 1964

Subject's rapport with his agents and other contacts appears to be excellent, which is doubtless an important element in his continuing success with his projects. Subject is responsive to guidance and direction and when after full discussion a course of action is agreed upon, he can be counted upon to take action within the agreed limits.

CONFIDENTIAL

SECRET
(When Filled In)

GA

FITNESS REPORT				EMPLOYEE SERIAL NUMBER	
SECTION A <i>General</i>				007894	
1. NAME (Last) <i>Joseph</i> (First) <i>Ed</i> (Middle)		2. DATE OF BIRTH 16 June 1921	3. SEX Male	4. GRADE GS-14	5. SD D
6. OFFICIAL POSITION TITLE Ops Officer		7. OFF/DIV/BR OF ASSIGNMENT DDP WH 2		8. CURRENT STATION Buenos Aires	
9. CHECK (X) TYPE OF APPOINTMENT		10. CHECK (X) TYPE OF REPORT			
<input checked="" type="checkbox"/> CAREER <input type="checkbox"/> RESERVE <input type="checkbox"/> TEMPORARY <input type="checkbox"/> CAREER-PROVISIONAL (See Instructions - Section C) <input type="checkbox"/> SPECIAL (Specify)		<input type="checkbox"/> INITIAL <input type="checkbox"/> REASSIGNMENT SUPERVISOR <input checked="" type="checkbox"/> ANNUAL <input type="checkbox"/> REASSIGNMENT EMPLOYEE <input type="checkbox"/> SPECIAL (Specify)			
11. DATE REPORT DUE IN O.P. 31 May 1963		12. REPORTING PERIOD (From - to) 5 June 1962 - 31 March 1963			
SECTION B PERFORMANCE EVALUATION					
<p>W - Weak Performance ranges from wholly inadequate to slightly less than satisfactory. A rating in this category requires positive remedial action. The nature of the action could range from counseling, to further training, to placing on probation, to reassignment or to separation. Describe action taken or proposed in Section C.</p> <p>A - Adequate Performance meets all requirements. It is entirely satisfactory and is characterized neither by deficiency nor excellence.</p> <p>P - Proficient Performance is more than satisfactory. Desired results are being produced in a proficient manner.</p> <p>S - Strong Performance is characterized by exceptional proficiency.</p> <p>O - Outstanding Performance is so exceptional in relation to requirements of the work and in comparison to the performance of others doing similar work as to warrant special recognition.</p>					
SPECIFIC DUTIES					
List up to six of the most important specific duties performed during the rating period. Insert rating letter which best describes the manner in which employee performs EACH specific duty. Consider ONLY effectiveness in performance of that duty. All employees with supervisory responsibilities MUST be rated on their ability to supervise (Indicate number of employees supervised).					
SPECIFIC DUTY NO. 1 Maintains contact with the Chief and other key officers of the Psychological Action Department of the principal Argentine intelligence service.					RATING LETTER S
SPECIFIC DUTY NO. 2 Case officer for an important and large CA project run in conjunction with the local service.					RATING LETTER O
SPECIFIC DUTY NO. 3 Case officer for two unilateral CA projects, one in the propaganda field and the other political action with important FI overtones.					RATING LETTER S
SPECIFIC DUTY NO. 4 Case officer for two American staff agents in the CA field. This involves four formal projects and important developmental work.					RATING LETTER P
SPECIFIC DUTY NO. 5 Assists the Station CA officer in over-all and tactical planning.					RATING LETTER P
SPECIFIC DUTY NO. 6					RATING LETTER
OVERALL PERFORMANCE IN CURRENT POSITION					
Take into account everything about the employee which influences his effectiveness in his current position such as performance of specific duties, productivity, conduct on job, cooperativeness, pertinent personal traits or habits, and particular limitations or talents. Based on your knowledge of employee's overall performance during the rating period, place the letter in the rating box corresponding to the statement which most accurately reflects his level of performance.					RATING LETTER S

SECRET

(When Filled In)

SECTION C

NARRATIVE COMMENTS

Indicate significant strengths or weaknesses demonstrated in current position keeping in proper perspective relationship to overall performance. State suggestions made for improvement of work performance. Give recommendations for training, comment on foreign language competence, if required for current position. Amplify or explain ratings given in Section B to provide basis for determining future personnel action. Manner of performance of managerial or supervisory duties must be described, if applicable.

Subject is an aggressive, eager, and intelligent person who knows exactly what he wants to do with and where to take his projects. In the case of the project with the local service, Subject inherited an expensive project over which little control had been exercised in either effective utilization of funds or the actual operations. After analyzing the project to determine the state of assets, capabilities, etc., Subject ingratiated himself in a highly commendatory way with the Argentines concerned to the end that Subject's ideas and positive cooperation are now sought on a daily basis. This has resulted in greatly improved project management and, better, more demonstrable results for the money spent.

Also, during this period Subject developed and recruited one new agent, a leading political scientist with access to important political leaders. In addition Subject inherited a project in the motion picture field which he has developed into an effective mechanism which now promises to reach into the newspaper field.

In addition to the above three projects, Subject is case officer for two staff agents who between them handle four projects. Subject has had these responsibilities for less than three months and during this period he has handled these assignments proficiently.

Subject's language competence (Spanish) is proficient; he is able to converse meaningfully in Spanish with persons of intelligence interest who have no English.

(continued on separate sheet)

SECTION D

CERTIFICATION AND COMMENTS

1.

BY EMPLOYEE

I CERTIFY THAT I HAVE SEEN SECTIONS A, B, AND C OF THIS REPORT

DATE

24 May 1963

SIGNATURE OF EMPLOYEE

/S/

2.

BY SUPERVISOR

MONTHS EMPLOYEE HAS BEEN UNDER MY SUPERVISION

Eight

IF THIS REPORT HAS NOT BEEN SHOWN TO EMPLOYER, GIVE EXPLANATION

DATE

24 May 1963

OFFICIAL TITLE OF SUPERVISOR

Operations Officer

TYPED OR PRINTED NAME AND SIGNATURE

/S/ Frederick Larkin Jr.

3.

BY REVIEWING OFFICIAL

COMMENTS OF REVIEWING OFFICIAL

I am in general agreement with the supervisor's assessment of this individual, whom I have seen fairly frequently. He is extremely active and aggressive and has moved ahead rapidly into new activities in both the liaison and unilateral field. He has only recently taken over the direction and supervision of two other case officers so it is too early to know what his abilities in this area are, but it is in this direction that he should work for broadening his career potential.

DATE

24 May 1963

OFFICIAL TITLE OF REVIEWING OFFICIAL

Chief of Station

TYPED OR PRINTED NAME AND SIGNATURE

/S/ James F. Collins

SECRET

Continuation of Section C, Fitness Report, attachment to HABT-2308, 24 May 1963

Subject has no important weaknesses. His aggressiveness and eagerness have at times led to hasty action that might have resulted in professionally embarrassing results. On the other hand, these very qualities resulted in a recent and important recruitment. Subject is responsive to guidance and direction. He reports fully and within time limits. Subject's rapport with those with whom he is in professional contact appears excellent.

SECRET
(When Filled In)

FITNESS REPORT						EMPLOYEE SERIAL NUMBER																																																																											
SECTION A GENERAL																																																																																	
1. NAME (Last) (First) (Middle) Smith Joseph P.		2. DATE OF BIRTH 16 June 1921		3. SEX Male	4. GRADE GS-13																																																																												
5. SERVICE DESIGNATION D		6. OFFICIAL POSITION TITLE Operations Officer		7. OFF/DIV/BR OF ASSIGNMENT DDP/WH/1																																																																													
8. CAREER STAFF STATUS				9. TYPE OF REPORT																																																																													
<input type="checkbox"/> NOT ELIGIBLE <input type="checkbox"/> MEMBER <input type="checkbox"/> DEFERRED <input type="checkbox"/> PENDING <input type="checkbox"/> DECLINED <input type="checkbox"/> DENIED				<input type="checkbox"/> INITIAL <input checked="" type="checkbox"/> REASSIGNMENT/SUPERVISOR <input type="checkbox"/> ANNUAL <input type="checkbox"/> REASSIGNMENT/EMPLOYEE																																																																													
10. DATE REPORT DUE IN O.P. 1 Jan 62-30 Apr 62		11. REPORTING PERIOD From To SPECIAL (Specify) 1 Jan 62-30 Apr 62																																																																															
SECTION B EVALUATION OF PERFORMANCE OF SPECIFIC DUTIES																																																																																	
List up to six of the most important specific duties performed during the rating period. Insert rating number which best describes the manner in which employee performs EACH specific duty. Consider ONLY effectiveness in performance of that duty. All employees with supervisory responsibilities MUST be rated on their ability to supervise (indicate number of employees supervised).																																																																																	
<table border="1" style="width:100%; border-collapse: collapse; font-size: x-small;"> <tr> <td>1 - Unsatisfactory</td> <td>2 - Barely adequate</td> <td>3 - Acceptable</td> <td>4 - Competent</td> <td>5 - Excellent</td> <td>6 - Superior</td> <td>7 - Outstanding</td> </tr> </table>							1 - Unsatisfactory	2 - Barely adequate	3 - Acceptable	4 - Competent	5 - Excellent	6 - Superior	7 - Outstanding																																																																				
1 - Unsatisfactory	2 - Barely adequate	3 - Acceptable	4 - Competent	5 - Excellent	6 - Superior	7 - Outstanding																																																																											
SPECIFIC DUTY NO. 1 Provide hqs support to field installations by reviewing projects and forwarding them for approval, obtaining base traces, clearances, etc.			RATING NO. 5	SPECIFIC DUTY NO. 4 Meet, brief, debrief non-US Government figures of intelligence and/or operational interest.			RATING NO. 5																																																																										
SPECIFIC DUTY NO. 2 Have primary responsibility for operational and intelligence correspondence with the field via cable and pouch.			RATING NO. 5	SPECIFIC DUTY NO. 5 Supervise area desk personnel (ops officers, reports officers, JOTs, secretaries)			RATING NO. 6																																																																										
SPECIFIC DUTY NO. 3 Prepare oral briefings, memoranda, studies, Special Group Papers, other correspondence for DCI and other senior officials of CIA and other USG agencies.			RATING NO. 5	SPECIFIC DUTY NO. 6			RATING NO.																																																																										
SECTION C EVALUATION OF OVERALL PERFORMANCE IN CURRENT POSITION																																																																																	
Take into account everything about the employee which influences his effectiveness in his current position: performance of specific duties, productivity, conduct on job, cooperativeness, pertinent personal traits or habits, particular limitations or talents. Based on your knowledge of employee's overall performance during the rating period, place the rating number in the box corresponding to the statement which most accurately reflects his level of performance.																																																																																	
1. Performance in many important respects fails to meet requirements. 2. Performance meets most requirements but is deficient in one or more important respects. 3. Performance clearly meets basic requirements. 4. Performance clearly exceeds basic requirements. 5. Performance in every important respect is superior. 6. Performance in every respect is outstanding.						RATING NO. 5																																																																											
SECTION D DESCRIPTION OF THE EMPLOYEE																																																																																	
In the rating boxes below, check (X) the degree to which each characteristic applies to the employee:																																																																																	
<table border="1" style="width:100%; border-collapse: collapse; font-size: x-small;"> <tr> <th>1 - Least possible degree</th> <th>2 - Limited degree</th> <th>3 - Normal degree</th> <th>4 - Above average degree</th> <th>5 - Outstanding degree</th> </tr> <tr> <th colspan="5" style="text-align: center;">CHARACTERISTICS</th> </tr> <tr> <td colspan="2"></td> <td style="text-align: center;">NOT APPLICABLE</td> <td style="text-align: center;">NOT SERVED</td> <td style="text-align: center;">RATING</td> </tr> <tr> <td colspan="2"></td> <td></td> <td></td> <td style="text-align: center;">1 2 3 4 5</td> </tr> <tr> <td colspan="2">GETS THINGS DONE</td> <td></td> <td></td> <td style="text-align: center;">X</td> </tr> <tr> <td colspan="2">RESOURCEFUL</td> <td></td> <td></td> <td style="text-align: center;">X</td> </tr> <tr> <td colspan="2">ACCEPTS RESPONSIBILITIES</td> <td></td> <td></td> <td style="text-align: center;">X</td> </tr> <tr> <td colspan="2">CAN MAKE DECISIONS ON HIS OWN WHEN NEED ARISES</td> <td></td> <td></td> <td style="text-align: center;">X</td> </tr> <tr> <td colspan="2">DOES HIS JOB WITHOUT SIGNIFICANT SUPPORT</td> <td></td> <td></td> <td style="text-align: center;">X</td> </tr> <tr> <td colspan="2">FACILITATES WORK OF OTHERS IN HIS OFFICE</td> <td></td> <td></td> <td style="text-align: center;">X</td> </tr> <tr> <td colspan="2">WRITES EFFECTIVELY</td> <td></td> <td></td> <td style="text-align: center;">X</td> </tr> <tr> <td colspan="2">SECURITY CONSCIOUS</td> <td></td> <td></td> <td style="text-align: center;">X</td> </tr> <tr> <td colspan="2">THINGS CLEARLY</td> <td></td> <td></td> <td style="text-align: center;">X</td> </tr> <tr> <td colspan="2">DISCIPLINE IN ORGANIZING, MAINTAINING AND DISPOSING OF RECORDS</td> <td></td> <td></td> <td style="text-align: center;">X</td> </tr> <tr> <td colspan="2">OTHER</td> <td></td> <td></td> <td></td> </tr> </table>							1 - Least possible degree	2 - Limited degree	3 - Normal degree	4 - Above average degree	5 - Outstanding degree	CHARACTERISTICS							NOT APPLICABLE	NOT SERVED	RATING					1 2 3 4 5	GETS THINGS DONE				X	RESOURCEFUL				X	ACCEPTS RESPONSIBILITIES				X	CAN MAKE DECISIONS ON HIS OWN WHEN NEED ARISES				X	DOES HIS JOB WITHOUT SIGNIFICANT SUPPORT				X	FACILITATES WORK OF OTHERS IN HIS OFFICE				X	WRITES EFFECTIVELY				X	SECURITY CONSCIOUS				X	THINGS CLEARLY				X	DISCIPLINE IN ORGANIZING, MAINTAINING AND DISPOSING OF RECORDS				X	OTHER				
1 - Least possible degree	2 - Limited degree	3 - Normal degree	4 - Above average degree	5 - Outstanding degree																																																																													
CHARACTERISTICS																																																																																	
		NOT APPLICABLE	NOT SERVED	RATING																																																																													
				1 2 3 4 5																																																																													
GETS THINGS DONE				X																																																																													
RESOURCEFUL				X																																																																													
ACCEPTS RESPONSIBILITIES				X																																																																													
CAN MAKE DECISIONS ON HIS OWN WHEN NEED ARISES				X																																																																													
DOES HIS JOB WITHOUT SIGNIFICANT SUPPORT				X																																																																													
FACILITATES WORK OF OTHERS IN HIS OFFICE				X																																																																													
WRITES EFFECTIVELY				X																																																																													
SECURITY CONSCIOUS				X																																																																													
THINGS CLEARLY				X																																																																													
DISCIPLINE IN ORGANIZING, MAINTAINING AND DISPOSING OF RECORDS				X																																																																													
OTHER																																																																																	
SEE SECTION "E" ON REVERSE SIDE																																																																																	

SECRET

(When Filled In)

SECTION E NARRATIVE DESCRIPTION OF MANNER OF JOB PERFORMANCE

Stress strengths and weaknesses demonstrated in current position. Indicate suggestions made to employee for improvement of his work. Give recommendations for his training. Describe, if appropriate, his potential for development and for assuming greater responsibilities. Amplify or explain, if appropriate, ratings given in SECTIONS B, C, and D to provide the best basis for determining future personnel actions.

Mr. Smith was head of the Venezuela Desk at the beginning of the reporting period. He left this position shortly thereafter in preparation for an overseas assignment, with another Branch of WHD. During his duty with WH/1, Mr. Smith was a strong asset. With his previous operational experience and his innate good sense, he supervised the Venezuela Desk in a most effective fashion. This was particularly evident during the Presidential visit to Venezuela and Colombia in December 1961. The effective management of the Headquarters aspects of the visit called for a well-coordinated, efficient and intensive effort by all concerned. Mr. Smith and the personnel under his supervision measured up quite well in this situation.

SECTION F CERTIFICATION AND COMMENTS

1. BY EMPLOYEE

I certify that I have seen Sections A, B, C, D and E of this Report.

DATE: 8 June 1962 SIGNATURE OF EMPLOYEE:

2. BY SUPERVISOR

MONTHS EMPLOYEE HAS BEEN UNDER MY SUPERVISION: IF THIS REPORT HAS NOT BEEN SHOWN TO EMPLOYEE, GIVE EXPLANATION

Four months

Subject departed on overseas assignment.

IF REPORT IS NOT BEING MADE AT THIS TIME, GIVE REASON.

EMPLOYEE UNDER MY SUPERVISION LESS THAN 90 DAYS

REPORT MADE WITHIN LAST 90 DAYS

OTHER (SPECIFY)

DATE

OFFICIAL TITLE OF SUPERVISOR

TYPED OR PRINTED NAME AND SIGNATURE

8 June 1962

AC/EE/1

R. Reynolds

3. BY REVIEWING OFFICIAL

I WOULD HAVE GIVEN THIS EMPLOYEE ABOUT THE SAME EVALUATION.

I WOULD HAVE GIVEN THIS EMPLOYEE A HIGHER EVALUATION.

I WOULD HAVE GIVEN THIS EMPLOYEE A LOWER EVALUATION.

I CANNOT JUDGE THESE EVALUATIONS. I AM NOT SUFFICIENTLY FAMILIAR WITH THE EMPLOYEE'S PERFORMANCE.

COMMENTS OF REVIEWING OFFICIAL

DATE

OFFICIAL TITLE OF REVIEWING OFFICIAL

TYPED OR PRINTED NAME AND SIGNATURE

SECRET

SECRET
(When Filled In)

SECTION A FITNESS REPORT		NAME Smith, Joseph B.	DATE 15 June 1961	SEX Male	GRADE 13
SECTION B GENERAL		1. EMPLOYER'S ORGANIZATION AND THE TYPE OF SERVICE OR ORGANIZATION OF THE EMPLOYEE Operations Officer			
2. REPORTING PERIOD 28 February 1962 to 31 Dec 61		3. TYPE OF REPORT REASSIGNMENT/EMPLOYEE			
4. CARRIER STATUS MEMBER		5. TYPE OF REPORT REASSIGNMENT/SUPERVISOR			
6. REPORTING PERIOD 19 Jul 61 - 31 Dec 61		7. SPECIAL (Specify)			
SECTION B EVALUATION OF PERFORMANCE OF SPECIFIC DUTIES					
List up to six of the most important specific duties performed during the rating period. Insert rating number which best describes the manner in which employee performs EACH specific duty. Consider ONLY effectiveness in performance of that duty. All employees with supervisory responsibilities MUST be rated on their ability to supervise (Indicate number of employees supervised).					
1 - Unsatisfactory SPECIFIC DUTY NO. 1 Reviews, assesses, and supervises all current operations in his area and provides guidance and support to the field.	2 - Barely adequate SPECIFIC DUTY NO. 2 Recommends courses of action to the field and policy to his superiors.	3 - Acceptable SPECIFIC DUTY NO. 3 Keeps abreast of the political and economic situation in his country and briefs superiors as requested.	4 - Competent SPECIFIC DUTY NO. 4 Drafts dispatches, memoranda and cables. Edits and occasionally drafts project actions, assures their proper coordination and processes them for approval.	5 - Excellent SPECIFIC DUTY NO. 5 Reviews and monitors field monetary obligations and expenditures.	6 - Superior SPECIFIC DUTY NO. 6 Supervises reports officer's and secretary's work and exercises general responsibility for all operational and administrative duties of his unit.
RATING NO. 5	RATING NO. 5	RATING NO. 5	RATING NO. 5	RATING NO. 5	RATING NO. 6
SECTION C EVALUATION OF OVERALL PERFORMANCE IN CURRENT POSITION					
Take into account everything about the employee which influences his effectiveness in his current position - performance of specific duties, productivity, conduct on job, cooperativeness, pertinent personal traits or habits, particular limitations or talents. Based on your knowledge of employee's overall performance during the rating period, place the rating number in the box corresponding to the statement which most accurately reflects his level of performance.					
1 - Performance in many important respects fails to meet requirements. 2 - Performance meets most requirements but is deficient in one or more important respects. 3 - Performance clearly meets basic requirements. 4 - Performance clearly exceeds basic requirements. 5 - Performance in every important respect is superior. 6 - Performance in every respect is outstanding.					RATING NO. 4
SECTION D DESCRIPTION OF THE EMPLOYEE					
In the rating boxes below, check (X) the degree to which each characteristic applies to the employee.					
1 - Least possible degree	2 - Limited degree	3 - Normal degree	4 - Above average degree	5 - Outstanding degree	
CHARACTERISTICS					RATING
					1 2 3 4 5
GETS THINGS DONE					X
RESOURCEFUL					X
ACCEPTS RESPONSIBILITIES					X
CAN MAKE DECISIONS ON HIS OWN WHEN NEED ARISES					X
DOES HIS JOB WITHOUT NEEDING SUPERVISOR					X
FACILITATES SMOOTH OPERATION OF HIS OFFICE					X
WORKS EFFECTIVELY					X
SECURELY CONSCIOUS					X
WORKS CLEARLY					X
EXCELLENCE IN ORIGINATING, MAINTAINING AND IMPROVING OF RECORDS					X
OTHER INFORMATION					

SECRET

(When Filled In)

SECTION E

NARRATIVE DESCRIPTION OF MANNER OF JOB PERFORMANCE

Stress strengths and weaknesses demonstrated in current position. Indicate suggestions made to employee for improvement of his work. Give recommendations for his training. Describe, if appropriate, his potential for development and for assuming greater responsibilities. Amplify or explain, if appropriate, ratings given in SECTIONS B, C, and D to provide the best basis for determining future personnel actions.

This employee was new to WH and served only about three months under the supervision of the undersigned. He brought wide experience and background in CA work to the Branch due to his past experience in other components of KUBARK. He was applying himself industriously to the task of learning about the WH area and specifically Venezuela, for which country he was the desk officer responsible for FI as well as CA work. His performance was excellent and can be expected to improve with more familiarization with the area.

SECTION F

CERTIFICATION AND COMMENTS

1.

BY EMPLOYEE

I certify that I have seen Sections A, B, C, D and E of this Report.

DATE

4 April 1962

SIGNATURE OF EMPLOYEE

Edwin M. Terrell

2.

BY SUPERVISOR

MONTHS EMPLOYEE HAS BEEN UNDER MY SUPERVISION

IF THE REPORT WAS NOT BEEN SHOWN TO EMPLOYEE, GIVE EXPLANATION

IF REPORT IS NOT BEING MADE AT THIS TIME, GIVE REASON.

EMPLOYEE UNDER MY SUPERVISION LESS THAN 90 DAYS

REPORT MADE WITHIN LAST 90 DAYS

OTHER (Specify):

DATE

26 March 1962

OFFICIAL TITLE OF SUPERVISOR

C/WH/1

TYPED OR PRINTED NAME AND SIGNATURE

/s/ Edwin M. Terrell

3.

BY REVIEWING OFFICIAL

☐ I WOULD HAVE GIVEN THIS EMPLOYEE ABOUT THE SAME EVALUATION.

☒ I WOULD HAVE GIVEN THIS EMPLOYEE A HIGHER EVALUATION.

☐ I WOULD HAVE GIVEN THIS EMPLOYEE A LOWER EVALUATION.

☐ I CANNOT JUDGE THESE EVALUATIONS; I AM NOT SUFFICIENTLY FAMILIAR WITH THE EMPLOYEE'S PERFORMANCE.

COMMENTS OF REVIEWING OFFICIAL

During the period from the rating officer's departure in Oct 1961 until Mr. Smith was reassigned to another Branch in Feb 1962 in preparation for an overseas assignment, he demonstrated high competence in all of his duties, thereby confirming the rating officer's expectations in the last sentence of Section E. On the basis of this fine performance, I would upgrade the rating in Section C from 4 to 5.

DATE

4 April 1962

OFFICIAL TITLE OF REVIEWING OFFICIAL

AC/WH/1

TYPED OR PRINTED NAME AND SIGNATURE

H. Reynolds

SECRET

U-S-C-R-R-2-T
(When filled in)

TRAINING REPORT

Spanish Basic Reading, Speaking, Writing I
100 hours, part time

, 16 January 1961 - 24 March 1961

6 students

Student: Joseph B. Smith

Year of Birth: 1921

SCD Date: September 1951

Grade: GS-13

Office: CA Staff

COURSE OBJECTIVES - COMSET AND METHODS

This is the first phase in a three-phase basic sequence of 30 weeks, each phase lasting 10 weeks.

The general aim of the course is to enable the student to use the spoken language with moderate facility and accuracy in a large number of everyday situations while providing a basis for further learning of the language either by actual use in the area or by further formal study. The three major objectives of this phase of the course are to develop an ability: (1) to adequately distinguish and pronounce the sounds of the language; (2) to use appropriately a small quantity of Spanish sentences and expressions; (3) to comprehend normal-speed spoken Spanish in a limited number of everyday, non-technical situations.

Classes are held 2 hours per day, 5 days a week, requiring a minimum of 10 hours of preparation per week. To receive the maximum benefit from this course each student should plan to devote at least two-thirds of the class preparation time doing drill in the language laboratory.

ACHIEVEMENT RECORD

Student progress is evaluated primarily on oral recitation in the form of drills and free conversation based on memorized material. In addition, several tests are given during the course. This student's rating is indicated by the asterisk.

Unsatisfactory

Satisfactory

Excellent

Incomplete

3 *

3

It is regrettable that Mr. Smith will not be able to continue in the course at this time but increased office duties do not permit it. Mr. Smith had made a very profitable start in Spanish in this course.

FOR THE DIRECTOR OF TRAINING:

/s/ L. C. MARTIN
Chief Instructor

22 May 1961
Date

U-S-C-R-R-2-T
(When filled in)

CONFIDENTIAL
(When Filled In)

FOREIGN LANGUAGE APTITUDE AND EXPERIENCE REPORT

DATE OF TESTING

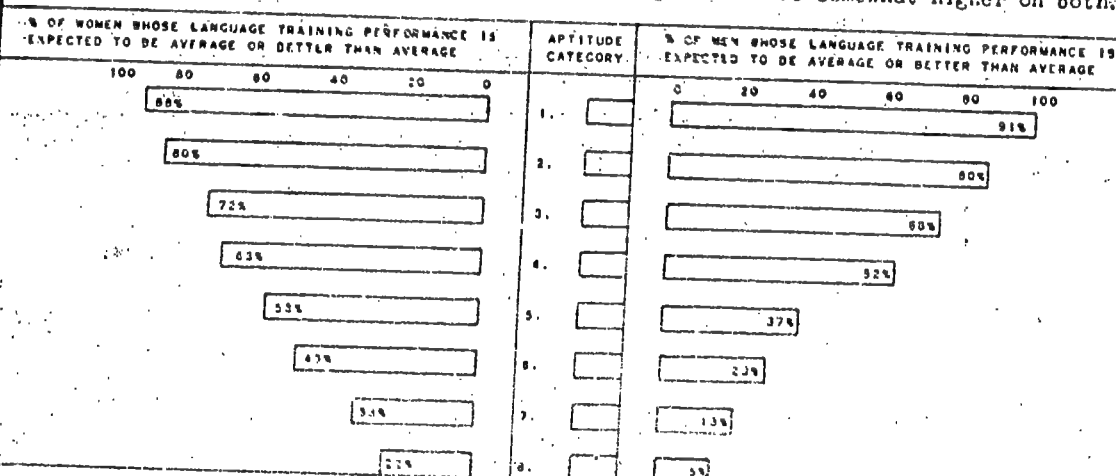
NAME

OFFICE

MALE

FEMALE

The category checked below is an interpretation of the scores made by the person named above on a battery of foreign language aptitude tests. The relationships between test performance and subsequent training performance of trainees in Agency language training courses are indicated by the graphs next to the aptitude categories. The graphs to the left are for women and the graphs to the right are for men. From these graphs you can read for each aptitude category the probability that a person in that category will perform in an Agency foreign language training course at an average or better-than-average level. For example, 22 percent of the women who obtain an aptitude rating of "8" can be expected to be average or better in course performance, while 5 percent of the men with ratings of "8" can be expected to be average or better in course performance. A man needs an aptitude rating of "6" to have about the same expectation of success in language training as a woman with a rating of "8." At the other end of the scale, 80 percent of either men or women who obtain aptitude ratings of "2" can be expected to do average or better-than-average work in training. The differences in relationship are due to differences between men and women in both training performance and test scores. On the average women are somewhat higher on both.



Since many things other than aptitudes enter into the determination of training course performance, in any class of students there will usually be some whose performance will be better than would be expected from their test scores, just as there will likely be some whose performance is poorer than expected. STRENGTH OF MOTIVATION, PRIOR EXPERIENCE WITH A FOREIGN LANGUAGE, and other factors should be considered in selecting people for language training and in interpreting language training results. For example, the number of languages previously studied or learned and the amount of academic and nonacademic language-learning experience are factors not measured by the tests but are indicative of probable success in learning a foreign language. Whether such experience was in the same language as the one to be studied or in a different one is, of course, an additional relevant factor.

NUMBER OF FOREIGN LANGUAGES STUDIED OR LEARNED BY THIS INDIVIDUAL

MONTHS OF ACADEMIC TRAINING			NONACADEMIC EXPERIENCE (12 MONTHS OR MORE)	
HIGH SCHOOL	COLLEGE	OTHER	READING OR LISTENING	SPEAKING
12	12	12	12	12

DATE

SIGNATURE OF CHIEF, R & E STAFF

NOTE: This report may be shown to the individual concerned.

FORM 1674

CONFIDENTIAL

1481

SECRET
(When Filled In)

FITNESS REPORT				EMPLOYER SERIAL NUMBER 7894	
SECTION A GENERAL					
1. NAME (Last) SMITH (First) Joseph (Middle) B.		2. DATE OF BIRTH 16 June 1921		3. SEX M	4. GRADE GS-13
5. SERVICE DESIGNATION D		6. OFFICIAL POSITION TITLE Ops Officer		7. OFF/DIV/BR OF ASSIGNMENT DDP/CA/PROP/Guld Br.	
8. CAREER STAFF STATUS			9. TYPE OF REPORT		
<input type="checkbox"/> NOT ELIGIBLE <input checked="" type="checkbox"/> MEMBER <input type="checkbox"/> DEFERRED <input type="checkbox"/> PENDING <input type="checkbox"/> DECLINED <input type="checkbox"/> DENIED			<input checked="" type="checkbox"/> INITIAL <input type="checkbox"/> REASSIGNMENT/SUPERVISOR <input type="checkbox"/> ANNUAL <input type="checkbox"/> REASSIGNMENT/EMPLOYEE		
10. DATE REPORT DUE IN O.P. 31 January 1961		11. REPORTING PERIOD From 25 May 60 - 31 Dec. 60 To SPECIAL (Specify)			
SECTION B EVALUATION OF PERFORMANCE OF SPECIFIC DUTIES					
List up to six of the most important specific duties performed during the rating period. Insert rating number which best describes the manner in which employee performs EACH specific duty. Consider ONLY effectiveness in performance of that duty. All employees with supervisory responsibilities MUST be rated on their ability to supervise (Indicate number of employees supervised).					
1 - Unsatisfactory		2 - Barely adequate		3 - Acceptable	
4 - Competent		5 - Excellent		6 - Superior	
7 - Outstanding					
SPECIFIC DUTY NO. 1 Conceive, write and coordinate propaganda guidance on matters relating to area of geographic and substantive competence. (WH)		RATING NO. 5/6		SPECIFIC DUTY NO. 4 Supervise the establishment & maintenance of basic files including those deriving from NSC & OCB policy papers & those necessary for the conduct of campaigns.	
SPECIFIC DUTY NO. 2 Originate, develop and coordinate continuing strategic propaganda campaigns of world-wide significance. (Nationalism-Neutrality)		RATING NO. 3		SPECIFIC DUTY NO. 5 Participate in review of and contributes substantively to Agency 5/6 planning-cycle documents.	
SPECIFIC DUTY NO. 3 Analyze such public and official papers & communications as may be required to maintain knowledge in areas of assigned responsibility & to assure continuation & coord of propaganda operations.		RATING NO. 5/6		SPECIFIC DUTY NO. 6	
SECTION C EVALUATION OF OVERALL PERFORMANCE IN CURRENT POSITION					
Take into account everything about the employee which influences his effectiveness in his current position - performance of specific duties, productivity, conduct on job, cooperativeness, pertinent personal traits or habits, particular limitations of talents. Based on your knowledge of employee's overall performance during the rating period, place the rating number in the box corresponding to the statement which most accurately reflects his level of performance.					
1. Performance in many important respects fails to meet requirements. 2. Performance meets most requirements but is deficient in one or more important respects. 3. Performance clearly meets basic requirements. 4. Performance clearly exceeds basic requirements. 5. Performance in every important respect is superior. 6. Performance in every respect is outstanding.					RATING NO. 5/6
SECTION D DESCRIPTION OF THE EMPLOYEE					
In the rating boxes below, check (X) the degree to which each characteristic applies to the employee					
1 - Least possible degree		2 - Limited degree		3 - Normal degree	
4 - Above average degree		5 - Outstanding degree			
CHARACTERISTICS		NOT APPLICABLE		NOT OBSERVED	
				RATING	
				1 2 3 4 5	
GETS THINGS DONE					
RESOURCEFUL					
ACCEPTS RESPONSIBILITIES					
CAN MAKE DECISIONS ON HIS OWN WHEN NEED ARISES					
DOES HIS JOB WITHOUT STRONG SUPPORT					
FACILITATES SMOOTH OPERATION OF HIS OFFICE					
WRITES EFFECTIVELY					
SECURITY CONSCIOUS					
THINKS CLEARLY					
DISCIPLINE IN ORIGINATING, MAINTAINING AND DISPOSING OF RECORDS					
OTHER (Specify)					

SECRET

(When Filled In)

OFFICE OF PERSONNEL

SECTION E

NARRATIVE DESCRIPTION OF MANNER OF JOB PERFORMANCE

State strengths and weaknesses demonstrated in current position. Indicate suggestions made to employee for improvement of his work. Give recommendations for his training. Describe, if appropriate, his potential for development and for assuming greater responsibilities. Amplify or explain, if appropriate, ratings given in SECTIONS B, C, and D to aid in determining future personnel actions.

JAN 27 2 21 PM '61

Mr. Smith has demonstrated both competence and versatility since his assignment to CA/PROP. With no prior experience in the area, he was assigned to WH affairs and has quickly developed both a surprising knowledge of the problems of that volatile group of countries and an excellent rapport with members of the Division (which, on several occasions has indicated a strong interest in securing his services when his release from the staff can be arranged). Assignments are completed with dispatch and in good order.

The rating of 3 with regard to the proposed campaign on Neutralism-Nationalism reflects only that we have not yet got underway in this admittedly difficult and controversial field. The sum of research which Mr. Smith has done in this field leads him to the present conclusion (in which undersigned concurs) that unlike most of our other campaigns this will have to be conducted on a selected country basis and differently tailored for each.

During the absence of the rating official Mr. Smith has acted as Branch Chief.

SECTION F

CERTIFICATION AND COMMENTS

1.

BY EMPLOYEE

I certify that I have read Sections A, B, C, D, and E of this Report.

DATE

23 January 1961

SIGNATURE OF EMPLOYEE

[Signature]

2.

BY SUPERVISOR

MONTHS EMPLOYEE HAS BEEN UNDER MY SUPERVISION

IF THIS REPORT HAS NOT BEEN SHOWN TO EMPLOYEE, GIVE EXPLANATION

IF REPORT IS NOT BEING MADE AT THIS TIME, GIVE REASON.

EMPLOYEE UNDER MY SUPERVISION LESS THAN 90 DAYS

REPORT MADE WITHIN LAST 90 DAYS

OTHER (Specify):

DATE

23 January 1961

OFFICIAL TITLE OF SUPERVISOR

CA/PROP/C/Guidance Branch W. H. CARPENTER

TYPED OR PRINTED NAME AND SIGNATURE

[Signature]

3.

BY REVIEWING OFFICIAL

I COULD HAVE GIVEN THIS EMPLOYEE ABOUT THE SAME EVALUATION.

I COULD HAVE GIVEN THIS EMPLOYEE A HIGHER EVALUATION.

I COULD HAVE GIVEN THIS EMPLOYEE A LOWER EVALUATION.

I CANNOT JUDGE THESE EVALUATIONS. I AM NOT SUFFICIENTLY FAMILIAR WITH THE EMPLOYEE'S PERFORMANCE.

COMMENTS OF REVIEWING OFFICIAL

DATE

OFFICIAL TITLE OF REVIEWING OFFICIAL

CA/C/PROP

[Signature]
HENRY C. SUTTON

SECRET

1/6

SECRET
(When Filled In)

4 Apr 60 63-115
13-27
22

FITNESS REPORT						EMPLOYEE SERIAL NUMBER 15	
SECTION A 63-115 13-27 GENERAL							
1. NAME (Last) (First) (Middle) SMITH, Joseph B.			2. DATE OF BIRTH 16 June 1921		3. SEX M		4. GRADE GS-13
5. SERVICE DESIGNATION AF			6. OFFICIAL POSITION TITLE Asst. Chief			7. OFF/DIV/BR OF ASSIGNMENT FE/CTA/INTELL	
8. CAREER STAFF STATUS				9. TYPE OF REPORT			
NOT ELIGIBLE		<input checked="" type="checkbox"/> MEMBER		DEFERRED		INITIAL	
PENDING		DECLINED		DENIED		ANNUAL	
						<input checked="" type="checkbox"/> REASSIGNMENT/EMPLOYEE	
10. DATE REPORT DUE IN O.P.				11. REPORTING PERIOD			
				1 Nov 59 30 Mar 60			
				SPECIAL (Specify)			
SECTION B EVALUATION OF PERFORMANCE OF SPECIFIC DUTIES							
List up to six of the most important specific duties performed during the rating period. Insert rating number which best describes the manner in which employee performs EACH specific duty. Consider ONLY effectiveness in performance of that duty. All employees with supervisory responsibilities MUST be rated on their ability to supervise (indicate number of employees supervised).							
1 - Unsatisfactory		2 - Barely adequate		3 - Acceptable		4 - Competent	
5 - Excellent		6 - Superior		7 - Outstanding			
SPECIFIC DUTY NO. 1 Operations officer, political action				RATING NO. 6		SPECIFIC DUTY NO. 4 Assisting in political action planning	
						RATING NO. 4	
SPECIFIC DUTY NO. 2 Collection and processing of intelligence				RATING NO. 4		SPECIFIC DUTY NO. 5	
						RATING NO.	
SPECIFIC DUTY NO. 3 Origination of correspondence				RATING NO. 5		SPECIFIC DUTY NO. 6	
						RATING NO.	
SECTION C EVALUATION OF OVERALL PERFORMANCE IN CURRENT POSITION							
Take into account everything about the employee which influences his effectiveness in his current position - performance of specific duties, productivity, conduct on job, cooperativeness, pertinent personal traits or habits, particular limitations or talents. Based on your knowledge of employee's overall performance during the rating period, place the rating number in the box corresponding to the statement which most accurately reflects his level of performance.							
1 - Performance in many important aspects fails to meet requirements. 2 - Performance meets most requirements but is deficient in one or more important respects. 3 - Performance clearly meets basic requirements. 4 - Performance clearly exceeds basic requirements. 5 - Performance in every important respect is superior. 6 - Performance in every respect is outstanding.						RATING NO. 4/5	
SECTION D DESCRIPTION OF THE EMPLOYEE							
In the rating boxes below, check (X) the degree to which each characteristic applies to the employee							
1 - Least possible degree		2 - Limited degree		3 - Normal degree		4 - Above average degree	
5 - Outstanding degree							
CHARACTERISTICS				NOT APPLICABLE	NOT OBSERVED	RATING	
						1	2
GETS THINGS DONE							3
RESOURCEFUL							4
ACCEPTS RESPONSIBILITIES							5
CAN MAKE DECISIONS ON HIS OWN WHEN NEEDED ARISES							
DOES HIS JOB WITHOUT STRONG SUPPORT							
FACILITATES SMOOTH OPERATION OF HIS OFFICE							
WRITES EFFECTIVELY							
SECURITY CONSCIOUS							
THINKS CLEARLY							
DISCIPLINE IN ORIGINATING, MAINTAINING AND DISPOSING OF RECORDS							
OTHER (Specify)							

SECRET

(When Filled In)

SECTION E

NARRATIVE DESCRIPTION OF MANNER OF JOB PERFORMANCE

Stress strengths and weaknesses demonstrated in current position. Indicate suggestions made to employee for improvement of his work. Give recommendations for his training. Describe, if appropriate, his potential for development and for assuming greater responsibilities. Amplify or explain, if appropriate, ratings given in SECTIONS B, C, and D to provide the best basis for determining future personnel actions.

Subject is an exceptionally able political action officer. His capacity for grasping a rapidly developing political situation quickly and for making on-the-spot decisions is quite unique, and he would be a powerful addition to any station with a challenging political program. He is not always able to separate the significant from the insignificant and therefore tends to over-report. He is also inclined to operate more as a singleton than as an integrated member of an operations team. He has been quite successful in exploiting PP contacts for FI by-product. Additional training does not appear necessary at this time.

In preparing this report, careful consideration was given to the guidance in FS Field Dispatch No. 20-40 which recognizes the principle of rating the individual against the group, and establishes an "average" rating as being an entirely satisfactory performance. The supervisor, however, considers this fitness report to be in keeping with that guidance.

This report has been prepared in accordance with the Division standards which recognize the rating of the individual against the group. Thus an "average" rating reflects an entirely satisfactory performance.

SECTION F

CERTIFICATION AND COMMENTS

1.

BY EMPLOYEE

I certify that I have read Sections A, B, C, D and E of this Report.

DATE

SIGNATURE OF EMPLOYEE

/s/ Joseph D. Smith

2.

BY SUPERVISOR

MONTHS EMPLOYEE HAS BEEN UNDER MY SUPERVISION

IF THIS REPORT HAS NOT BEEN SHOWN TO EMPLOYEE, GIVE EXPLANATION

IF REPORT IS NOT BEING MADE AT THIS TIME, GIVE REASON.

EMPLOYEE UNDER MY SUPERVISION LESS THAN 30 DAYS

REPORT MADE WITHIN LAST 30 DAYS

OTHER (Specify)

DATE

OFFICIAL TITLE OF SUPERVISOR

TYPED OR PRINTED NAME AND SIGNATURE

30 March 1960

/s/ Donald M. Richardson

3.

BY REVIEWING OFFICIAL

☒ I WOULD HAVE GIVEN THIS EMPLOYEE ABOUT THE SAME EVALUATION.

☐ I WOULD HAVE GIVEN THIS EMPLOYEE A HIGHER EVALUATION.

☐ I WOULD HAVE GIVEN THIS EMPLOYEE A LOWER EVALUATION.

☐ I CANNOT JUDGE THESE EVALUATIONS. I AM NOT SUFFICIENTLY FAMILIAR WITH THE EMPLOYEE'S PERFORMANCE.

COMMENTS OF REVIEWING OFFICIAL

DATE

OFFICIAL TITLE OF REVIEWING OFFICIAL

TYPED OR PRINTED NAME AND SIGNATURE

30 March 1960

/s/ John H. Richardson

SECRET

SECRET
(When Filled In)

FITNESS REPORT						EMPLOYEE SERIAL NUMBER					
SECTION A GENERAL											
1. NAME (Last) (First) (Middle) SMITH, Joseph B.			2. DATE OF BIRTH 16 June 1921		3. BOX M		4. GRADE GS-13				
5. SERVICE DESIGNATION DP		6. OFFICIAL POSITION TITLE OPS Officer, PP			7. OFF/DIV/GR OF ASSIGNMENT Manila						
8. CAREER STAFF STATUS				9. TYPE OF REPORT							
<input type="checkbox"/> NOT ELIGIBLE <input checked="" type="checkbox"/> MEMBER <input type="checkbox"/> DEFERRED <input type="checkbox"/> PENDING <input type="checkbox"/> DECLINED <input type="checkbox"/> DENIED				<input type="checkbox"/> INITIAL <input checked="" type="checkbox"/> REASSIGNMENT/SUPERVISOR <input checked="" type="checkbox"/> ANNUAL <input type="checkbox"/> REASSIGNMENT/EMPLOYEE							
10. DATE REPORT DUE IN O.P. Sept 1958-31 Oct 1959				11. REPORTING PERIOD To Promotion							
SECTION B EVALUATION OF PERFORMANCE OF SPECIFIC DUTIES											
List up to six of the most important specific duties performed during the rating period. Insert rating number which best describes the manner in which employee performs EACH specific duty. Consider ONLY effectiveness in performance of that duty. All employees with supervisory responsibilities MUST be rated on their ability to supervise (indicate number of employees supervised).											
1 - Unsatisfactory 2 - Barely adequate 3 - Acceptable 4 - Competent 5 - Excellent 6 - Superior 7 - Outstanding											
SPECIFIC DUTY NO. 1		As case officer has directed and managed two well established PP projects.		RATING NO. 5	SPECIFIC DUTY NO. 4		Assists in the production of Station PP themes as required. RATING NO. 5				
SPECIFIC DUTY NO. 2		Served as a principal case officer for a special election project.		RATING NO. 6	SPECIFIC DUTY NO. 5		Acts as Deputy Chief, PP RATING NO. 5				
SPECIFIC DUTY NO. 3		Collects and produces intelligence according to Station requirements.		RATING NO. 5	SPECIFIC DUTY NO. 6		 RATING NO. 4				
SECTION C EVALUATION OF OVERALL PERFORMANCE IN CURRENT POSITION											
Take into account everything about the employee which influences his effectiveness in his current position - performance of specific duties, productivity, conduct on job, cooperativeness, pertinent personal traits or habits, particular limitations or talents. Based on your knowledge of employee's overall performance during the rating period, place the rating number in the box corresponding to the statement which most accurately reflects his level of performance.											
1 - Performance in many important respects fails to meet requirements. 2 - Performance meets most requirements but is deficient in one or more important respects. 3 - Performance clearly meets basic requirements. 4 - Performance clearly exceeds basic requirements. 5 - Performance in every important respect is superior. 6 - Performance in every respect is outstanding.							RATING NO. 4/5				
SECTION D DESCRIPTION OF THE EMPLOYEE											
In the rating boxes below, check (X) the degree to which each characteristic applies to the employee											
1 - Least possible degree		2 - Limited degree		3 - Normal degree		4 - Above average degree		5 - Outstanding degree			
CHARACTERISTICS					NOT APPLICABLE	NOT OBSERVED	RATING				
							1	2	3	4	5
GETS THINGS DONE											X
RESOURCEFUL										X	
ACCEPTS RESPONSIBILITIES											X
CAN MAKE DECISION ON HIS OWN WHEN NEED ARISES										X	
DOES HIS JOB WITHOUT STRONG SUPPORT											X
FACILITATES SMOOTH OPERATION OF HIS OFFICE										X	
WRITES EFFECTIVELY										X	
SECURITY CONSCIOUS								X			
THINKS CLEARLY										X	
DISCIPLINE IN ORIGINATING, MAINTAINING AND DISPOSING OF RECORDS											
OTHER (Specify):											

SEE SECTION "E" ON REVERSE SIDE

SECRET

(When Filled In)

SECTION E

NARRATIVE DESCRIPTION OF MANNER OF JOB PERFORMANCE

Stress strengths and weaknesses demonstrated in current position. Indicate suggestions made to employee for improvement of his work. Give recommendations for his training. Describe, if appropriate, his potential for development and for assuming greater responsibilities. Amplify or explain, if appropriate, ratings given in SECTIONS B, C, and D to provide the best basis for determining future personnel actions.

Subject has a well developed background applied to PP operations in the Far East. He has continually demonstrated initiative and imagination in obtaining the maximum production from his projects, and has developed new assets of definite value to the Station. He is a capable handler of agents, and has particular potential in the political action field. He has proven especially effective in a special election project in which he handled and developed numerous high level contacts. No particular weaknesses were observed. Subject is well qualified for senior operational assignments in either PP or FI, and is recommended for promotion. Since subject is planning to return for a second tour, no additional training is recommended at this time.

In preparing this report, careful consideration was given to the guidance in FE Field Dispatch No. 20-40 which recognizes the principle of rating the individual against the group, and establishes an "average" rating as being an entirely satisfactory performance. The supervisor, however, considers this fitness report to be in keeping with that guidance in that subject has clearly demonstrated a high degree of operational capability as indicated herein.

SECTION F

CERTIFICATION AND COMMENTS

1.

BY EMPLOYEE

I certify that I have seen Sections A, B, C, D and E of this Report.

DATE

5 November 1959

SIGNATURE OF EMPLOYEE

/s/ Joseph H. Smith

2.

BY SUPERVISOR

MONTHS EMPLOYEE HAS BEEN UNDER MY SUPERVISION

21 months

IF THIS REPORT HAS NOT BEEN SHOWN TO EMPLOYEE, GIVE EXPLANATION

IF REPORT IS NOT BEING MADE AT THIS TIME, GIVE REASON.

EMPLOYEE UNDER MY SUPERVISION LESS THAN 30 DAYS

OTHER (Specify):

REPORT MADE WITHIN LAST 30 DAYS

DATE

5 November 1959

OFFICIAL TITLE OF SUPERVISOR

C/PP

TYPED OR PRINTED NAME AND SIGNATURE

William T. Turrent

3.

BY REVIEWING OFFICIAL

I WOULD HAVE GIVEN THIS EMPLOYEE ABOUT THE SAME EVALUATION.

I WOULD HAVE GIVEN THIS EMPLOYEE A HIGHER EVALUATION.

I WOULD HAVE GIVEN THIS EMPLOYEE A LOWER EVALUATION.

I CANNOT JUDGE THESE EVALUATIONS. I AM NOT SUFFICIENTLY FAMILIAR WITH THE EMPLOYEE'S PERFORMANCE.

COMMENTS OF REVIEWING OFFICIAL

DATE

9 November 1959

OFFICIAL TITLE OF REVIEWING OFFICIAL

Chief of Station

TYPED OR PRINTED NAME AND SIGNATURE

John W. Richardson

SECRET

SECRET

9 November 1959

COMMENT OF REVIEWING OFFICIAL:

HALSEY, ROCHON and I have carefully reviewed this Fitness Report in order to comply with division policy of avoiding overrating. We are satisfied that TOOHILL, who has been given a high rating with respect to specific performance characteristics, fully merits such rating. During the fourteen years I have been with the Agency, I have had the opportunity to observe personally a good number of political action operation officers. Additionally, I have worked closely with TOOHILL during the current 1959 Philippine election. I have no hesitation in stating that I regard him as an unusually qualified officer for political action in the field. I believe also that he should be promoted as soon as practicable from GS-13 to GS-14.

SP Shorden
STEPHEN P. SHORDEN

SECRET

SECRET

(When Filled In)

FITNESS REPORT (Part I) PERFORMANCE

INSTRUCTIONS

FOR THE ADMINISTRATIVE OFFICER: Consult current instructions for completing this report.

FOR THE SUPERVISOR: This report is designed to help you express your evaluation of your subordinate and to transmit this evaluation to your supervisor and senior officials. Organization policy requires that you inform the subordinate where he stands with you. Completion of the report can help you prepare for a discussion with him of his strengths and weaknesses. It is also organization policy that you show Part I of this report to the employee except under conditions specified in Regulation 20-370. It is recommended that you read the entire form before completing any portion. If this is the initial report on the employee, it must be completed and forwarded to the Office of Personnel no later than 30 days after the date indicated in item 8. of Section "A" below.

SECTION A.

GENERAL

1. NAME (Last) (First) (Middle)	2. DATE OF BIRTH	3. SEX	4. SERVICE DESIGNATION
SMITH Joseph B.	16 June 1921	M	DP
5. OFFICE/DIVISION/BRANCH OF ASSIGNMENT		6. OFFICIAL POSITION TITLE	
Manila		Ops Officer--Deputy Chief, (PP)	
7. GRADE	8. DATE REPORT DUE IN OP	9. PERIOD COVERED BY THIS REPORT (Inclusive dates)	
GS-13		15 March-15 September 1958	
10. TYPE OF REPORT (Check one)		11. REASSIGNMENT-SUPERVISOR	
<input checked="" type="checkbox"/> INITIAL		<input type="checkbox"/> SPECIAL (Specify)	
<input type="checkbox"/> ANNUAL		<input type="checkbox"/> REASSIGNMENT-EMPLOYEE	

SECTION B.

CERTIFICATION

1. FOR THE RATER: THIS REPORT ☒ HAS ☐ HAS NOT BEEN SHOWN TO THE INDIVIDUAL RATED. IF NOT SHOWN, EXPLAIN WHY NOT.

A. CHECK (X) APPROPRIATE STATEMENTS:

<input checked="" type="checkbox"/> THIS REPORT REFLECTS MY OWN OPINIONS OF THIS INDIVIDUAL.	IF INDIVIDUAL IS RATED "I" IN C1 OR D, A WARNING LETTER HAS SENT TO HIM & A COPY ATTACHED TO THIS REPORT.
<input type="checkbox"/> THIS REPORT REFLECTS THE COMBINED OPINIONS OF MYSELF AND PREVIOUS SUPERVISORS.	I CANNOT CERTIFY THAT THE RATED INDIVIDUAL KNOWS HOW I EVALUATE HIS JOB PERFORMANCE BECAUSE (Specify):
<input type="checkbox"/> I HAVE DISCUSSED WITH THIS EMPLOYEE HIS STRENGTHS AND WEAKNESSES SO THAT HE KNOWS WHERE HE STANDS.	

2. THIS DATE 5 Nov 58 C. TYPED OR PRINTED NAME AND SIGNATURE OF SUPERVISOR William T. Tarrant D. SUPERVISOR'S OFFICIAL TITLE Chief, PP

3. FOR THE REVIEWING OFFICIAL: RECORD ANY SUBSTANTIAL DIFFERENCE OF OPINION WITH THE SUPERVISOR, OR ANY OTHER INFORMATION, WHICH WILL LEAD TO A BETTER UNDERSTANDING OF THIS REPORT.

BY	DATE
Period Pcs. Control	17 DEC 1958
St. J. J. J.	DEC 18 1958

☐ CONTINUED ON ATTACHED SHEET

I certify that any substantial difference of opinion with the supervisor is reflected in the above section.

1. THIS DATE 5 Nov 58 B. TYPED OR PRINTED NAME AND SIGNATURE OF REVIEWING OFFICIAL George E. Aurell C. OFFICIAL TITLE OF REVIEWING OFFICIAL COS

SECTION C. JOB PERFORMANCE EVALUATION

1. RATING ON GENERAL PERFORMANCE OF DUTIES

DIRECTIONS: Consider ONLY the productivity and effectiveness with which the individual being rated has performed his duties during the rating period. Compare him ONLY with others doing similar work at a similar level of responsibility. Factors other than productivity will be taken into account later in Section D.

5 INSERT RATING NUMBER	1. DOES NOT PERFORM DUTIES ADEQUATELY; HE IS INCOMPETENT.
	2. BARELY ADEQUATE IN PERFORMANCE ALTHOUGH HE HAS HAD SPECIFIC GUIDANCE OR TRAINING. HE OFTEN FAILS TO CARRY OUT RESPONSIBILITIES.
	3. PERFORMS MOST OF HIS DUTIES ACCEPTABLY; OCCASIONALLY REVEALS SOME AREA OF WEAKNESS.
	4. PERFORMS DUTIES IN A COMPETENT, EFFECTIVE MANNER.
	5. A FINE PERFORMANCE; CARRIES OUT MANY OF HIS RESPONSIBILITIES EXCEPTIONALLY WELL.

COMMENTS: Subject has proven himself to be an effective and productive case officer.

SECRET

(When Filled In)

1. RATINGS ON PERFORMANCE OF SPECIFIC DUTIES		OFFICE OF PERSONNEL																									
DIRECTIONS: a. State in the spaces below up to six of the more important SPECIFIC duties performed during this rating period. Place the most important first. Do not include minor or unimportant duties. b. Rate performance on each specific duty considering ONLY effectiveness in performance of this specific duty. c. For supervisors, ability to supervise will always be rated as a specific duty by supervisors those who supervise a secretary only. d. Compare in your mind, when possible, the individual being rated with others performing the same duty at a similar level of responsibility. e. Two individuals with the same job title may be performing different duties. If so, rate them on different duties. f. Be specific. Examples of the kind of duties that might be rated are: <table style="width: 100%; font-size: small;"> <tr> <td>ORAL BRIEFING</td> <td>HAS AND USES AREA KNOWLEDGE</td> <td>CONDUCTS INTERROGATIONS</td> </tr> <tr> <td>GIVING LECTURES</td> <td>DEVELOPS NEW PROGRAMS</td> <td>PREPARES SUMMARIES</td> </tr> <tr> <td>CONDUCTING SEMINARS</td> <td>ANALYZES INDUSTRIAL REPORTS</td> <td>TRANSLATES GERMAN</td> </tr> <tr> <td>WRITING TECHNICAL REPORTS</td> <td>MANAGES FILES</td> <td>DEBRIEFING SOURCES</td> </tr> <tr> <td>CONDUCTING EXTERNAL LIAISON</td> <td>OPERATES RADIO</td> <td>KEEPS BOOKS</td> </tr> <tr> <td>TYPING</td> <td>COORDINATES WITH OTHER OFFICES</td> <td>DRIVES TRUCK</td> </tr> <tr> <td>TAKING DICTATION</td> <td>WRITES REGULATIONS</td> <td>MAINTAINS AIR CONDITIONING</td> </tr> <tr> <td>SUPERVISING</td> <td>PREPARES CORRESPONDENCE</td> <td>EVALUATES SIGNIFICANCE OF DATA</td> </tr> </table>				ORAL BRIEFING	HAS AND USES AREA KNOWLEDGE	CONDUCTS INTERROGATIONS	GIVING LECTURES	DEVELOPS NEW PROGRAMS	PREPARES SUMMARIES	CONDUCTING SEMINARS	ANALYZES INDUSTRIAL REPORTS	TRANSLATES GERMAN	WRITING TECHNICAL REPORTS	MANAGES FILES	DEBRIEFING SOURCES	CONDUCTING EXTERNAL LIAISON	OPERATES RADIO	KEEPS BOOKS	TYPING	COORDINATES WITH OTHER OFFICES	DRIVES TRUCK	TAKING DICTATION	WRITES REGULATIONS	MAINTAINS AIR CONDITIONING	SUPERVISING	PREPARES CORRESPONDENCE	EVALUATES SIGNIFICANCE OF DATA
ORAL BRIEFING	HAS AND USES AREA KNOWLEDGE	CONDUCTS INTERROGATIONS																									
GIVING LECTURES	DEVELOPS NEW PROGRAMS	PREPARES SUMMARIES																									
CONDUCTING SEMINARS	ANALYZES INDUSTRIAL REPORTS	TRANSLATES GERMAN																									
WRITING TECHNICAL REPORTS	MANAGES FILES	DEBRIEFING SOURCES																									
CONDUCTING EXTERNAL LIAISON	OPERATES RADIO	KEEPS BOOKS																									
TYPING	COORDINATES WITH OTHER OFFICES	DRIVES TRUCK																									
TAKING DICTATION	WRITES REGULATIONS	MAINTAINS AIR CONDITIONING																									
SUPERVISING	PREPARES CORRESPONDENCE	EVALUATES SIGNIFICANCE OF DATA																									
g. For some jobs, duties may be broken down even further if supervisor considers it advisable, e.g., combined key and phone operation, in the case of a radio operator.																											
<table style="width: 100%; font-size: x-small;"> <tr> <td style="width: 50%;"> 1 - INCOMPETENT IN THE PERFORMANCE OF THIS DUTY 2 - BARELY ADEQUATE IN THE PERFORMANCE OF THIS DUTY 3 - PERFORMS THIS DUTY ACCEPTABLY 4 - PERFORMS THIS DUTY IN A COMPETENT MANNER 5 - PERFORMS THIS DUTY IN SUCH A FINE MANNER THAT HE IS A DISTINCT ASSET ON HIS JOB </td> <td style="width: 50%;"> 6 - PERFORMS THIS DUTY IN AN OUTSTANDING MANNER FOUND IN VERY FEW INDIVIDUALS HOLDING SIMILAR JOBS 7 - EXCELS ANYONE I KNOW IN THE PERFORMANCE OF THIS DUTY </td> </tr> </table>				1 - INCOMPETENT IN THE PERFORMANCE OF THIS DUTY 2 - BARELY ADEQUATE IN THE PERFORMANCE OF THIS DUTY 3 - PERFORMS THIS DUTY ACCEPTABLY 4 - PERFORMS THIS DUTY IN A COMPETENT MANNER 5 - PERFORMS THIS DUTY IN SUCH A FINE MANNER THAT HE IS A DISTINCT ASSET ON HIS JOB	6 - PERFORMS THIS DUTY IN AN OUTSTANDING MANNER FOUND IN VERY FEW INDIVIDUALS HOLDING SIMILAR JOBS 7 - EXCELS ANYONE I KNOW IN THE PERFORMANCE OF THIS DUTY																						
1 - INCOMPETENT IN THE PERFORMANCE OF THIS DUTY 2 - BARELY ADEQUATE IN THE PERFORMANCE OF THIS DUTY 3 - PERFORMS THIS DUTY ACCEPTABLY 4 - PERFORMS THIS DUTY IN A COMPETENT MANNER 5 - PERFORMS THIS DUTY IN SUCH A FINE MANNER THAT HE IS A DISTINCT ASSET ON HIS JOB	6 - PERFORMS THIS DUTY IN AN OUTSTANDING MANNER FOUND IN VERY FEW INDIVIDUALS HOLDING SIMILAR JOBS 7 - EXCELS ANYONE I KNOW IN THE PERFORMANCE OF THIS DUTY																										
SPECIFIC DUTY NO. 1 As case officer directs and manages two well-established FP ops	RATING NUMBER 5	SPECIFIC DUTY NO. 4 Acts as Deputy Chief FP	RATING NUMBER 5																								
SPECIFIC DUTY NO. 2 Collects and produces intelligence according to Station requirements	RATING NUMBER 5	SPECIFIC DUTY NO. 5 DEVR	RATING NUMBER																								
SPECIFIC DUTY NO. 3 Assists in the production of Station FP themes as required	RATING NUMBER 5	SPECIFIC DUTY NO. 6	RATING NUMBER																								
3. NARRATIVE DESCRIPTION OF MANNER OF JOB PERFORMANCE DIRECTIONS: Stress strengths and weaknesses, particularly those which affect development on present job. Subject has a well developed background applied to PROTECT operations in the Far East. He has demonstrated he is a careful and productive case officer and a capable handler of agents. No particular weaknesses were observed.																											
SECTION D. SUITABILITY FOR CURRENT JOB IN ORGANIZATION DIRECTIONS: Take into account here everything you know about the individual... productivity, conduct in the job, pertinent personal characteristics or habits, special defects or talents... and how he fits in with your team. Compare him with others doing similar work of about the same level. <table style="width: 100%; font-size: x-small;"> <tr> <td style="width: 50%;"> 1 - DEFINITELY UNSUITABLE... HE SHOULD BE SEPARATED 2 - OF DOUBTFUL SUITABILITY... COULD NOT HAVE ACCEPTED HIM IF I HAD KNOWN WHAT I KNOW NOW 3 - A BARELY ACCEPTABLE EMPLOYEE... BELOW AVERAGE BUT WITH NO WEAKNESSES SUFFICIENTLY OUTSTANDING TO WARRANT HIS SEPARATION 4 - OF THE SAME SUITABILITY AS MOST PEOPLE I KNOW IN THE ORGANIZATION 5 - A FINE EMPLOYEE... HAS SOME OUTSTANDING STRENGTHS 6 - AN UNUSUALLY STRONG PERSON IN TERMS OF THE REQUIREMENTS OF THE ORGANIZATION 7 - EXCELLED BY ONLY A FEW IN SUITABILITY FOR WORK IN THE ORGANIZATION </td> <td style="width: 50%;"> 5 RATING NUMBER </td> </tr> </table>				1 - DEFINITELY UNSUITABLE... HE SHOULD BE SEPARATED 2 - OF DOUBTFUL SUITABILITY... COULD NOT HAVE ACCEPTED HIM IF I HAD KNOWN WHAT I KNOW NOW 3 - A BARELY ACCEPTABLE EMPLOYEE... BELOW AVERAGE BUT WITH NO WEAKNESSES SUFFICIENTLY OUTSTANDING TO WARRANT HIS SEPARATION 4 - OF THE SAME SUITABILITY AS MOST PEOPLE I KNOW IN THE ORGANIZATION 5 - A FINE EMPLOYEE... HAS SOME OUTSTANDING STRENGTHS 6 - AN UNUSUALLY STRONG PERSON IN TERMS OF THE REQUIREMENTS OF THE ORGANIZATION 7 - EXCELLED BY ONLY A FEW IN SUITABILITY FOR WORK IN THE ORGANIZATION	5 RATING NUMBER																						
1 - DEFINITELY UNSUITABLE... HE SHOULD BE SEPARATED 2 - OF DOUBTFUL SUITABILITY... COULD NOT HAVE ACCEPTED HIM IF I HAD KNOWN WHAT I KNOW NOW 3 - A BARELY ACCEPTABLE EMPLOYEE... BELOW AVERAGE BUT WITH NO WEAKNESSES SUFFICIENTLY OUTSTANDING TO WARRANT HIS SEPARATION 4 - OF THE SAME SUITABILITY AS MOST PEOPLE I KNOW IN THE ORGANIZATION 5 - A FINE EMPLOYEE... HAS SOME OUTSTANDING STRENGTHS 6 - AN UNUSUALLY STRONG PERSON IN TERMS OF THE REQUIREMENTS OF THE ORGANIZATION 7 - EXCELLED BY ONLY A FEW IN SUITABILITY FOR WORK IN THE ORGANIZATION	5 RATING NUMBER																										
IS THIS INDIVIDUAL BETTER SUITED FOR WORK IN SOME OTHER POSITION IN THE ORGANIZATION? <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO. IF YES, EXPLAIN FULLY: Well qualified for most operational assignments both PROTECT and DISCLOSE.																											

SECRET

SECRET

2 DEC 1950

FITNESS REPORT (Part II) POTENTIAL

INSTRUCTIONS

FOR THE ADMINISTRATIVE OFFICER: Consult current instructions for completing this report.

FOR THE SUPERVISOR: This report is a privileged communication to your supervisor, and to appropriate career management and personnel officials concerning the potential of the employee being rated. It is NOT to be shown to the rated employee. It is recommended that you read the entire report before completing any question. This report is to be completed only after the employee has been under your supervision FOR AT LEAST 90 DAYS. If less than 90 days, hold and complete after the 90 days has elapsed. If this is the INITIAL REPORT on the employee, however, it MUST be completed and forwarded to the HQ no later than 30 days after the due date indicated in item 4 of Section "E" below.

SECTION E.

GENERAL

1. NAME (Last) (First) (Middle)	2. DATE OF BIRTH	3. SEX	4. SERVICE DESIGNATION
SMITH Joseph B.	16 June 1921	M	EE DP
5. OFFICE/DIVISION/BRANCH OF ASSIGNMENT		6. OFFICIAL POSITION TITLE	
Manila		Ops Officer-Deputy Chief, (PP)	
7. GRADE	8. DATE REPORT DUE IN OF	9. PERIOD COVERED BY THIS REPORT (Inclusive dates)	
GS-13		15 March-15 September 1950	
10. TYPE OF REPORT (Check one)	11. REASSIGNMENT SUPERVISOR		
<input checked="" type="checkbox"/> INITIAL	<input type="checkbox"/> ANNUAL		
	12. SPECIAL (Specify)		

SECTION F.

CERTIFICATION

1. FOR THE RATER: I CERTIFY THAT THIS REPORT REPRESENTS MY BEST JUDGEMENT OF THE INDIVIDUAL BEING RATED		
A. THIS DATE	B. TYPED OR PRINTED NAME AND SIGNATURE OF SUPERVISOR	C. SUPERVISOR'S OFFICIAL TITLE
5 Nov 1950	William T. Tarrant	Chief, PP
2. FOR THE REVIEWING OFFICIAL: I HAVE REVIEWED THIS REPORT AND NOTED ANY DIFFERENCE OF OPINION IN ATTACHED MEMO.		
A. THIS DATE	B. TYPED OR PRINTED NAME AND SIGNATURE OF REVIEWING OFFICIAL	C. OFFICIAL TITLE OF REVIEWING OFFICIAL
5 Nov 1950	George E. Aurell	COS

SECTION G.

ESTIMATE OF POTENTIAL

1. POTENTIAL TO ASSUME GREATER RESPONSIBILITIES

DIRECTIONS: Considering others of his grade and type of assignment, rate the employee's potential to assume greater responsibilities. Think in terms of the kind of responsibility encountered at the various levels in his kind of work.

RATING NUMBER	1 - ALREADY ABOVE THE LEVEL AT WHICH SATISFACTORY PERFORMANCE CAN BE EXPECTED
	2 - HAS REACHED THE HIGHEST LEVEL AT WHICH SATISFACTORY PERFORMANCE CAN BE EXPECTED
	3 - MAKING PROGRESS, BUT NEEDS MORE TIME BEFORE HE CAN BE TRAINED TO ASSUME GREATER RESPONSIBILITIES
	4 - READY FOR TRAINING IN ASSUMING GREATER RESPONSIBILITIES
	5 - WILL PROBABLY ADJUST QUICKLY TO MORE RESPONSIBLE DUTIES WITHOUT FURTHER TRAINING
	6 - ALREADY ASSUMING MORE RESPONSIBILITIES THAN EXPECTED AT HIS PRESENT LEVEL
	7 - AN EXCEPTIONAL PERSON WHO IS ONE OF THE FEW WHO SHOULD BE CONSIDERED FOR EARLY ASSUMPTION OF HIGHER LEVEL RESPONSIBILITIES

2. SUPERVISORY POTENTIAL

DIRECTIONS: Answer this question: Has this person the ability to be a supervisor? ☒ Yes ☐ No If your answer is YES, indicate below your opinion or guess as to the level of supervisory ability this person will reach AFTER SUITABLE TRAINING. Indicate your opinion by placing the number of the descriptive rating below which comes closest to expressing your opinion in the appropriate column. If your rating is based on observing him supervise, note your rating in the "actual" column. If based on opinion of his potential, note the rating in the "potential" column.

DESCRIPTIVE RATING NUMBER	0 - HAVE NO OPINION ON HIS SUPERVISORY POTENTIAL IN THIS SITUATION	1 - BELIEVE INDIVIDUAL WOULD BE A DEAN SUPERVISOR IN THIS KIND OF SITUATION	2 - BELIEVE INDIVIDUAL WOULD BE AN AVERAGE SUPERVISOR IN THIS KIND OF SITUATION	3 - BELIEVE INDIVIDUAL WOULD BE A STRONG SUPERVISOR IN THIS SITUATION
ACTUAL	POTENTIAL	DESCRIPTIVE SITUATION		
3		A GROUP DOING THE BASIC JOB (clerk-typists, stenographers, technicians or professional specialists of various kinds) whose contact with immediate subordinates is frequent (First line supervisor)		
	2	A GROUP OF SUPERVISORS WHO DIRECT THE BASIC JOB (Second line supervisors)		
	3	A GROUP, AND MAY OR MAY NOT BE SUPERVISORS, WHICH IS RESPONSIBLE FOR MAJOR PLANS, ORGANIZATION AND POLICY (Executive level)		
	2	WHEN CONTACT WITH IMMEDIATE SUBORDINATES IS NOT FREQUENT		
	3	WHEN IMMEDIATE SUBORDINATES' ACTIVITIES ARE DIVERSE AND NEED CAREFUL COORDINATION		
	2	WHEN IMMEDIATE SUBORDINATES INCLUDE MEMBERS OF THE EXECUTIVE STAFF		
		Other (Specify)		

SECRET

Potential

SECRET

(When Filled In)

3. INDICATE THE APPROXIMATE NUMBER OF MONTHS THE RATED EMPLOYEE HAS BEEN UNDER YOUR SUPERVISION
6 months

OFFICE OF PERSONNEL

4. COMMENTS CONCERNING POTENTIAL

Qualified as senior case officer in both PROGNOSIS and DIAGNOSTIC activities.

25 PM '58

MAIL ROOM

SECTION H.

FUTURE PLANS

1. TRAINING OR OTHER DEVELOPMENTAL EXPERIENCE PLANNED FOR THE INDIVIDUAL

Continue with present duties for time being.

2. NOTE OTHER FACTORS, INCLUDING PERSONAL CIRCUMSTANCES, TO BE TAKEN INTO ACCOUNT IN INDIVIDUAL'S FUTURE ASSIGNMENTS

Subject and family well adapted to overseas duties

SECTION I.

DESCRIPTION OF INDIVIDUAL

DIRECTIONS: This section is provided as an aid to describing the individual as you see him on the job. Interpret the words literally. On the page below are a series of statements that apply in some degree to most people. To the left of each statement is a box under the heading "category." Read each statement and insert in the box the category number which best tells how much the statement applies to the person covered by this report.

1. HAVE NOT OBSERVED THIS; HENCE CAN GIVE NO OPINION AS TO HOW THE DESCRIPTION APPLIES TO THE INDIVIDUAL
CATEGORY NUMBER
1 - APPLIES TO THE INDIVIDUAL TO THE LEAST POSSIBLE DEGREE
2 - APPLIES TO INDIVIDUAL TO A LIMITED DEGREE
3 - APPLIES TO INDIVIDUAL TO AN AVERAGE DEGREE
4 - APPLIES TO INDIVIDUAL TO AN ABOVE AVERAGE DEGREE
5 - APPLIES TO INDIVIDUAL TO AN OUTSTANDING DEGREE

CATEGORY	STATEMENT	CATEGORY	STATEMENT	CATEGORY	STATEMENT
4	1. ABLE TO SEE ANOTHER'S POINT OF VIEW	4	11. HAS HIGH STANDARDS OF ACCOMPLISHMENT	3	21. IS EFFECTIVELY DISCREET WITH ASSOCIATES
4	2. CAN MAKE DECISIONS ON HIS OWN WHEN NEED ARISES	4	12. SHOWS ORIGINALITY	4	22. IMPLEMENTS DECISIONS REGARDLESS OF OWN FEELINGS
4	3. HAS INITIATIVE	4	13. ACCEPTS RESPONSIBILITY	4	23. IS THOUGHTFUL OF OTHERS
4	4. IS ANALYTIC IN HIS THINKING	4	14. ADMITS HIS ERRORS	4	24. DOES WELL UNDER PRESSURE
3	5. STRIVES CONSTANTLY FOR NEW KNOWLEDGE AND IDEAS	4	15. REMAINS WELL IN EMPLOYMENT	4	25. DISPLAYS JUDGMENT
3	6. SHOWS WHEN TO SEEK ASSISTANCE	4	16. DOES HIS JOB WITHOUT STRONG SUPPORT	4	26. IS SECURITY CONSCIOUS
4	7. CAN GET ALONG WITH PEOPLE	4	17. COMES UP WITH SOLUTIONS TO PROBLEMS	4	27. IS VERSATILE
4	8. HAS MEMORY FOR FACTS	4	18. IS OBSERVANT	4	28. HIS CRITICISM IS CONSTRUCTIVE
4	9. GETS THINGS DONE	4	19. THINKS CLEARLY	4	29. FACILITATES ANOTHER'S OPERATION OF HIS OFFICE
4	10. CAN COPE WITH EMERGENCIES	4	20. COMPLETES ASSIGNMENTS WITHOUT UNNECESSARY TIME LIMITS	4	30. DOES NOT REQUIRE STRESS AND CONTINUOUS SUPERVISION

SECRET

SECRET

(When Filled In)

34

6 JUN 1958

FITNESS REPORT (Part I) PERFORMANCE

INSTRUCTIONS

FOR THE ADMINISTRATIVE OFFICER: Consult current instructions for completing this report.

FOR THE SUPERVISOR: This report is designed to help you express your evaluation of your subordinate and to transmit this evaluation to your supervisors and senior officials. Organization policy requires that you inform the subordinate where he stands with you. Completion of the report can help you prepare for a discussion with him of his strengths and weaknesses. It is also organization policy that you show Part I of this report to the employee recent under conditions specified in Regulation 20-370. It is recommended that you read the entire form before completing any question. If this is the initial report on the employee, it must be completed and forwarded to the Office of Personnel no later than 30 days after the date indicated in item 8, of Section A below.

SECTION A.

GENERAL

1. NAME (Last) (First) (Middle) SMITH Joseph B.	2. DATE OF BIRTH 16 June 1921	3. SEX M	4. SERVICE DESIGNATION DP
5. OFFICE/DIVISION/BRANCH OF ASSIGNMENT Manila	6. OFFICIAL POSITION TITLE Ops Officer--Deputy Chief, (FP)		
7. GRADE GS-13	8. DATE REPORT DUE IN OP Special	9. PERIOD COVERED BY THIS REPORT (Inclusive dates) 15 March-15 May 1958	
10. TYPE OF REPORT (Check one)	INITIAL ANNUAL	REASSIGNMENT-SUPERVISOR REASSIGNMENT-EMPLOYEE	SPECIAL (Specify) X Promotion action

SECTION B.

CERTIFICATION

1. FOR THE RATER: THIS REPORT ☒ HAS ☐ HAS NOT BEEN SHOWN TO THE INDIVIDUAL RATED. IF NOT SHOWN, EXPLAIN WHY NOT:

A. CHECK (X) APPROPRIATE STATEMENT(S):

<input checked="" type="checkbox"/> THIS REPORT REFLECTS MY OWN OPINIONS OF THIS INDIVIDUAL.	IF INDIVIDUAL IS RATED "I" IN C1 OR D, A WARNING LETTER HAS BEEN SENT TO HIM & A COPY ATTACHED TO THIS REPORT.
<input type="checkbox"/> THIS REPORT REFLECTS THE COMBINED OPINIONS OF MYSELF AND PREVIOUS SUPERVISORS.	
<input type="checkbox"/> I HAVE DISCUSSED WITH THIS EMPLOYEE HIS STRENGTHS AND WEAKNESSES SO THAT HE KNOWS WHERE HE STANDS.	
<input type="checkbox"/> I CANNOT CERTIFY THAT THE RATED INDIVIDUAL KNOWS HOW I EVALUATE HIS JOB PERFORMANCE BECAUSE (Specify):	

11. THIS DATE
19 May 1958

12. C. TYPED OR PRINTED NAME AND SIGNATURE OF SUPERVISOR
William T. Tarrant

13. D. SUPERVISOR'S OFFICIAL TITLE
Chief, FP

14. FOR THE REVIEWING OFFICIAL: RECORD ANY SUBSTANTIAL DIFFERENCE OF OPINION WITH THE SUPERVISOR, OR ANY OTHER INFORMATION, WHICH WILL LEAD TO A BETTER UNDERSTANDING OF THIS REPORT.

BY DAIR 14 JUL 1958
Posted For Control CA
Reviewed by GEO 7/24/58

☐ CONTINUED ON ATTACHED SHEET

I certify that any substantial difference of opinion with the supervisor is reflected in the above section.

15. THIS DATE
19 May 1958

16. B. TYPED OR PRINTED NAME AND SIGNATURE OF REVIEWING OFFICIAL
George E. Aurell

17. C. OFFICIAL TITLE OF REVIEWING OFFICIAL
COS

SECTION C.

JOB PERFORMANCE EVALUATION

1. RATING ON GENERAL PERFORMANCE OF DUTIES

DEFINITIONS: Consider ONLY the productivity and effectiveness with which the individual being rated has performed his duties during the rating period. Compare him ONLY with others doing similar work at a similar level of responsibility. Factors other than productivity will be taken into account later in Section D.

5 INCENT RATING NUMBER	1. DOES NOT PERFORM DUTIES ADEQUATELY. HE IS INCOMPETENT.
	2. BARELY ADEQUATE IN PERFORMANCE. ALTHOUGH HE HAS HAD SPECIFIC GUIDANCE OR TRAINING, HE OFTEN FAILS TO CARRY OUT RESPONSIBILITIES.
	3. PERFORMS MOST OF HIS DUTIES ACCEPTABLY. OCCASIONALLY REVEALS SOME AREA OF CARELESS.
	4. PERFORMS DUTIES IN A COMPETENT, EFFECTIVE MANNER.
	5. A FINE PERFORMANCE. CARRIES OUT MANY OF HIS RESPONSIBILITIES EXCEPTIONALLY WELL.
	6. PERFORMS HIS DUTIES IN SUCH AN OUTSTANDING MANNER THAT HE IS EQUALLED BY FEW OTHER PERSONS KNOWN TO THE SUPERVISOR.

COMMENTS: Subject has proven himself to be an effective and productive case officer.

SECRET

Performance

141

SECRET

OFFICE OF PERSONNEL

2. RATINGS ON PERFORMANCE OF SPECIFIC DUTIES

DIRECTIONS:

- a. State in the spaces below up to six of the more important SPECIFIC duties performed during this rating period. Place the most important first. Do not include minor or unimportant duties.
- b. Rate performance on each specific duty considering ONLY effectiveness in performance of this specific duty.
- c. For supervisors, ability to supervise will always be rated as a specific duty (do not rate as supervisors those who supervise a secretary only).
- d. Compare in your mind, when possible, the individual being rated with others performing the same duty at a similar level of responsibility.
- e. Two individuals with the same job title may be performing different duties. If so, rate them on different duties.
- f. Be specific. Examples of the kind of duties that might be rated are:
- | | | |
|-----------------------------|--------------------------------|--------------------------------|
| ORAL BRIEFING | HAS AND USES AREA KNOWLEDGE | CONDUCTS INTERVIEWS |
| GIVING LECTURES | DEVELOPS NEW PROGRAMS | PREPARES SUMMARIES |
| CONDUCTING SEMINARS | ANALYZES INDUSTRIAL REPORTS | TRANSLATES GERMAN |
| WRITING TECHNICAL REPORTS | MANAGES FILES | INTERVIEWING SOURCES |
| CONDUCTING EXTERNAL LIAISON | OPERATES RADIO | KEEPS BOOKS |
| Typing | COORDINATES WITH OTHER OFFICES | DRIVES TRUCK |
| TAKING DICTATION | WRITES REPORTS | MAINTAINS AIR CONDITIONING |
| SUPERVISING | PREPARES CORRESPONDENCE | EVALUATES SIGNIFICANCE OF DATA |
- g. For some jobs, duties may be broken down even further if supervisor considers it advisable, e.g., combined key and phone operation, in the case of a radio operator.

DESCRIPTIVE RATING NUMBER	1 - INCOMPETENT IN THE PERFORMANCE OF THIS DUTY	6 - PERFORMS THIS DUTY IN AN OUTSTANDING MANNER FOUND IN VERY FEW INDIVIDUALS HOLDING SIMILAR JOBS	
	2 - BARELY ADEQUATE IN THE PERFORMANCE OF THIS DUTY	7 - EXCELS ANYONE I KNOW IN THE PERFORMANCE OF THIS DUTY	
	3 - PERFORMS THIS DUTY ACCEPTABLY		
	4 - PERFORMS THIS DUTY IN A COMPETENT MANNER		
	5 - PERFORMS THIS DUTY IN SUCH A FINE MANNER THAT HE IS A DISTINCT ASSET ON HIS JOB		
SPECIFIC DUTY NO. 1 As case officer directs and manages two well-established PP ops	RATING NUMBER 5	SPECIFIC DUTY NO. 6 Act as Deputy Chief PP	RATING NUMBER 5
SPECIFIC DUTY NO. 2 Collect and produce intelligence according to Station requirements	RATING NUMBER 5	SPECIFIC DUTY NO. 7	RATING NUMBER
SPECIFIC DUTY NO. 3 Assist in the production of Station PP themes as required	RATING NUMBER 5	SPECIFIC DUTY NO. 8	RATING NUMBER

3. NARRATIVE DESCRIPTION OF MANNER OF JOB PERFORMANCE

DIRECTIONS: Stress strengths and weaknesses, particularly those which affect development on present job.

Subject has a well developed background applied to PROCTOATE operations in the Far East. He has demonstrated he is a careful and productive case officer and a capable handler of agents. No particular weaknesses were observed.

SECTION D. SUITABILITY FOR CURRENT JOB IN ORGANIZATION

DIRECTIONS: Take into account here everything you know about the individual: productivity, conduct in the job, pertinent personal characteristics or habits, special defects or talents...and how he fits in with your team. Compare him with others doing similar work of about the same level.

- 1 - DEFINITELY UNSUITABLE - HE SHOULD BE SEPARATED
- 2 - OF DOUBTFUL SUITABILITY - WOULD NOT HAVE ACCEPTED HIM IF I HAD KNOWN WHAT I KNOW NOW
- 3 - A BARELY ACCEPTABLE EMPLOYEE - BELOW AVERAGE BUT WITH NO WEAKNESSES SUFFICIENTLY OUTSTANDING TO WARRANT HIS SEPARATION
- 4 - OF THE SAME SUITABILITY AS MOST PEOPLE I KNOW IN THE ORGANIZATION
- 5 - A FINE EMPLOYEE - HAS SOME OUTSTANDING STRENGTHS
- 6 - AN UNUSUALLY STRONG PERSON IN TERMS OF THE REQUIREMENTS OF THE ORGANIZATION
- 7 - EXCELLED BY ONLY A FEW IN SUITABILITY FOR WORK IN THE ORGANIZATION

IS THIS INDIVIDUAL BETTER SUITED FOR SOME OTHER POSITION IN THE ORGANIZATION? ☐ YES ☒ NO. IF YES, EXPLAIN FULLY:

Well qualified for most operational assignments both PROCTOATE and DTGHOSTLY.

SECRET

SECRET

(When Filled In)

JUN 1958

FITNESS REPORT (Part II) POTENTIAL

INSTRUCTIONS

FOR THE ADMINISTRATIVE OFFICER: Consult current instructions for completing this report.

FOR THE SUPERVISOR: This report is a privileged communication to your supervisor, and to appropriate career management and personnel officials concerning the potential of the employee being rated. It is NOT to be shown to the rated employee. It is recommended that you read the entire report before completing any question. This report is to be completed only after the employee has been under your supervision FIVE AT LEAST 90 DAYS. If less than 90 days, hold and complete after the 90 days has elapsed. If this is the INITIAL ENTRY on the employee, however, it MUST be completed and forwarded to the (4) no later than 30 days after the due date indicated in Item 8 of Section "E" below.

SECTION E.

GENERAL

1. NAME (Last) (First) (Middle)	2. DATE OF BIRTH	3. SEX	4. SERVICE DESIGNATION
SMITH - Joseph E.	16 June 1921	M	DP
5. OFFICE/DIVISION/BRANCH OF ASSIGNMENT	6. OFFICIAL POSITION TITLE		
	Ops. Officer-Deputy Chief, (PP)		
7. GRADE	8. DATE REPORT DUE IN OP	9. PERIOD COVERED BY THIS REPORT (inclusive dates)	
GS-13	Special	15 March - 15 May 1958	
10. TYPE OF REPORT (Check one)	INITIAL	REASSIGNMENT-SUPERVISOR	SPECIAL (Specify)
	ANNUAL	REASSIGNMENT-EMPLOYEE	Promotion action

SECTION F.

CERTIFICATION

1. FOR THE RATER: I CERTIFY THAT THIS REPORT REPRESENTS MY BEST JUDGEMENT OF THE INDIVIDUAL BEING RATED		
A. THIS DATE	B. TYPED OR PRINTED NAME AND SIGNATURE OF SUPERVISOR	C. SUPERVISOR'S OFFICIAL TITLE
19 May 1958	William T. Tarrant	Chief, PP
2. FOR THE REVIEWING OFFICIAL: I HAVE REVIEWED THIS REPORT AND NOTED ANY DIFFERENCE OF OPINION IN ATTACHED MEMO:		
A. THIS DATE	B. TYPED OR PRINTED NAME AND SIGNATURE OF REVIEWING OFFICIAL	C. OFFICIAL TITLE OF REVIEWING OFFICIAL
19 May 1958	George E. Aurell	COS

SECTION G.

ESTIMATE OF POTENTIAL

1. POTENTIAL TO ASSUME GREATER RESPONSIBILITIES

DIRECTIONS: Considering others of his grade and type of assignment, rate the employee's potential to assume greater responsibilities. Think in terms of the kind of responsibility encountered at the various levels in his kind of work.

5

1. ALREADY ABOVE THE LEVEL AT WHICH SATISFACTORY PERFORMANCE CAN BE EXPECTED

2. HAS REACHED THE HIGHEST LEVEL AT WHICH SATISFACTORY PERFORMANCE CAN BE EXPECTED

3. MAKING PROGRESS, BUT AHEAD MORE TIME BEFORE HE CAN BE TRAINED TO ASSUME GREATER RESPONSIBILITIES

4. READY FOR TRAINING IN ASSUMING GREATER RESPONSIBILITIES

5. WILL PROBABLY ADJUST QUICKLY TO MORE RESPONSIBLE DUTIES WITHOUT FURTHER TRAINING

6. ALREADY ASSUMING MORE RESPONSIBILITIES THAN EXPECTED AT HIS PRESENT LEVEL

7. AN EXCEPTIONAL PERSON WHO IS ONE OF THE FEW WHO SHOULD BE CONSIDERED FOR EARLY ASSUMPTION OF HIGHER LEVEL RESPONSIBILITIES

2. SUPERVISORY POTENTIAL

DIRECTIONS: Answer this question: does this person have the ability to be a supervisor? ☒ Yes ☐ No If your answer is YES, indicate below your opinion or guess of the level of supervisory ability this person will reach AFTER SUITABLE TRAINING. Indicate your opinion by placing the number of the descriptive rating below which comes closest to expressing your opinion in the appropriate column. If your rating is based on observing him supervise, note your rating in the "actual" column. If based on opinion of his potential, note the rating in the "potential" column.

- DESCRIPTIVE RATING NUMBER
- 0 - HAVE NO OPINION ON HIS SUPERVISORY POTENTIAL IN THIS SITUATION
- 1 - BELIEVE INDIVIDUAL WOULD BE A BEAR SUPERVISOR IN THIS KIND OF SITUATION
- 2 - BELIEVE INDIVIDUAL WOULD BE AN AVERAGE SUPERVISOR IN THIS KIND OF SITUATION
- 3 - BELIEVE INDIVIDUAL WOULD BE A STRONG SUPERVISOR IN THIS SITUATION

ACTUAL	POTENTIAL	DESCRIPTIVE SITUATION
3		A GROUP DOING THE BASIC JOB (GROUP (clerk, stenographer, technicians or professional specialists of various kinds) where contact with immediate subordinates is frequent (First line supervisor)
	2	A GROUP OF SUPERVISORS WHO DIRECT THE BASIC JOB (Second line supervisors)
	3	A GROUP WHO MAY OR MAY NOT BE SUPERVISORS, WHICH IS RESPONSIBLE FOR MAJOR PLANS, COORDINATING AND POLICE (Executive level)
	2	WHEN CONTACT WITH IMMEDIATE SUBORDINATES IS NOT FREQUENT
	3	WHEN IMMEDIATE SUBORDINATES' ACTIVITIES ARE DIVERSE AND NEED CAREFUL COORDINATION
	2	WHEN IMMEDIATE SUBORDINATES INCLUDE MEMBERS OF THE OPPOSITE SEX
		Other (Specify)

SECRET

Potential

SECRET

(When Filled In)

OFFICE OF PERSONNEL

3. INDICATE THE APPROXIMATE NUMBER OF MONTHS THE RATED EMPLOYEE HAS BEEN UNDER YOUR SUPERVISION

Two Months

JUN 26 2 03 PM '58

4. COMMENTS CONCERNING POTENTIAL

Qualified as senior case officer in both PROSTATE and MACHOSTLY activities.
HALL ROOM

SECTION II.

FUTURE PLANS

1. TRAINING OR OTHER DEVELOPMENTAL EXPERIENCE PLANNED FOR THE INDIVIDUAL

Continue with present duties for time being.

2. NOTE OTHER FACTORS, INCLUDING PERSONAL CIRCUMSTANCES, TO BE TAKEN INTO ACCOUNT IN INDIVIDUAL'S FUTURE ASSIGNMENTS

Subject and family well adapted to overseas duties.

SECTION I.

DESCRIPTION OF INDIVIDUAL

DIRECTIONS: This section is provided as an aid to describing the individual as you see him on the job. Interpret the words literally. On the page below are a series of statements that apply in some degree to most people. To the left of each statement is a box under the heading "Category." Read each statement and insert in the box the category number which best tells how much the statement applies to the person covered by this report.

X - HAVE NOT OBSERVED THIS; HENCE CAN GIVE NO OPINION AS TO HOW THE DESCRIPTION APPLIES TO THE INDIVIDUAL

CATEGORY NUMBER

1 - APPLIES TO THE INDIVIDUAL TO THE LEAST POSSIBLE DEGREE
 2 - APPLIES TO INDIVIDUAL TO A LIMITED DEGREE
 3 - APPLIES TO INDIVIDUAL TO AN AVERAGE DEGREE
 4 - APPLIES TO INDIVIDUAL TO AN ABOVE AVERAGE DEGREE
 5 - APPLIES TO INDIVIDUAL TO AN OUTSTANDING DEGREE

CATEGORY	STATEMENT	CATEGORY	STATEMENT	CATEGORY	STATEMENT
4	1. ABLE TO GET ANOTHER'S POINT OF VIEW	4	11. HAS HIGH STANDARDS OF ACCOMPLISHMENT	3	21. IS EFFECTIVE IN DISCUSSING WITH ASSOCIATES
4	2. CAN MAKE DECISIONS ON HIS OWN WHEN NEED ARISES	4	12. SHOWS ORIGINALITY	4	22. IMPLEMENTS DECISIONS REGARDLESS OF OWN FEELINGS
4	3. HAS INITIATIVE	4	13. ACCEPTS RESPONSIBILITY	4	23. IS THOUGHTFUL OF OTHERS
4	4. IS CONFIDENT IN HIS THINKING	4	14. ADMITS HIS ERRORS	4	24. HOLDS WELL UNDER PRESSURE
3	5. STRIVES CONSCIENTIOUSLY AND KNOWLEDGE AND IDEAS	4	15. RESPONDS WELL TO SUPERVISION	4	25. DISPLAYS JOISTMENT
3	6. SHOWS WISE TO ALL SITUATIONS	4	16. DOES HIS JOB WITHOUT STRAIN OR PROTEST	4	26. IS SECURITY CONSCIOUS
4	7. CAN GET ALONG WITH PEOPLE	4	17. LOOKS UP WITH GRATITUDE TO PROBLEMS	4	27. IS DEMURABLE
4	8. HAS WISDOM FOR FACTS	4	18. IS CONCERNED	4	28. HIS CONVICTIONS ARE CONSTRUCTIVE
4	9. DOES THINGS WELL	4	19. THINKS LIBERALLY	4	29. PARTICIPATES IN GROUPS OF HIS OFFICE
4	10. CAN GET ON WITH OTHERS	4	20. CONSIDERS ALL ASPECTS OF A PROBLEM	4	30. DOES NOT GRUDGE WORK AND CONTINUES TO IMPROVE

SECRET

SECRET

(When Filled In)

FITNESS REPORT (Part I) PERFORMANCE

INSTRUCTIONS

FOR THE ADMINISTRATIVE OFFICER: Consult current instructions for completing this report.

FOR THE SUPERVISOR: This report is designed to help you express your evaluation of your subordinate and to transmit this evaluation to your supervisor and senior officials. Organization policy requires that you inform the subordinate where he stands with you. Completion of the report can help you prepare for a discussion with him of his strengths and weaknesses. It is also organization policy that you show Part I of this report to the employee except under conditions specified in Regulation 20-370. It is recommended that you read the entire form before completing any question. If this is the initial report on the employee, it must be completed and forwarded to the Office of Personnel no later than 30 days after the date indicated in item 8. of Section "A" below.

SECTION A.

GENERAL

1. NAME (Last) SMITH	(First) Joseph	(Middle) B.	2. DATE OF BIRTH 16 June 1921	3. SEX M	4. SERVICE DESIGNATION SD:DP
5. OFFICE/DIVISION/BRANCH OF ASSIGNMENT DDP FB 5			6. OFFICIAL POSITION TITLE Area Ops Officer, ADR. Ch.		
7. GRADE GS-13	8. DATE REPORT DUE IN OF	9. PERIOD COVERED BY THIS REPORT (Inclusive dates) 2 December 1956 - 2 August 1957			
10. TYPE OF REPORT (Check one)	<input checked="" type="checkbox"/> INITIAL	<input type="checkbox"/> REASSIGNMENT-SUPERVISOR	<input type="checkbox"/> SPECIAL (Specify)		
	<input type="checkbox"/> ANNUAL	<input type="checkbox"/> REASSIGNMENT-EMPLOYEE			

SECTION B.

CERTIFICATION

1. FOR THE RATER: THIS REPORT ☒ HAS ☐ HAS NOT BEEN SHOWN TO THE INDIVIDUAL RATED. IF NOT SHOWN, EXPLAIN WHY NOT:

A. CHECK (X) APPROPRIATE STATEMENT(S):

<input checked="" type="checkbox"/> THIS REPORT REFLECTS MY OWN OPINIONS OF THIS INDIVIDUAL.	<input type="checkbox"/> IF INDIVIDUAL IS RATED "IN" C1 OR D, A WARNING LETTER WAS SENT TO HIM & A COPY ATTACHED TO THIS REPORT.
<input type="checkbox"/> THIS REPORT REFLECTS THE SUMMED OPINIONS OF MYSELF AND PREVIOUS SUPERVISORS.	<input type="checkbox"/> I CANNOT CERTIFY THAT THE RATED INDIVIDUAL KNOWS HOW TO EVALUATE HIS JOB PERFORMANCE BECAUSE (Specify):
<input type="checkbox"/> I HAVE DISCUSSED WITH THIS EMPLOYEE HIS STRENGTHS AND WEAKNESSES SO THAT HE KNOWS WHERE HE STANDS.	

B. THIS DATE **2 August 1957** C. TYPED OR PRINTED NAME AND SIGNATURE OF SUPERVISOR **R. H. Linn** D. SUPERVISOR'S OFFICIAL TITLE **Chief, FB/5**

2. FOR THE REVIEWING OFFICIAL: RECORD ANY SUBSTANTIAL DIFFERENCE OF OPINION WITH THE SUPERVISOR, OR ANY OTHER INFORMATION, WHICH WILL LEAD TO A BETTER UNDERSTANDING OF THIS REPORT.

BY

DATE

Posted Pos. Control

23 AUG 1957

Reviewed by RCD

CONTINUED ON ATTACHED SHEET

I certify that any substantial difference of opinion with the supervisor is reflected in the above section:

A. THIS DATE **9 AUG 1957** B. TYPED OR PRINTED NAME AND SIGNATURE OF REVIEWING OFFICIAL **Alfred C. Hines, Jr.** C. OFFICIAL TITLE OF REVIEWING OFFICIAL **CSE**

SECTION C. JOB PERFORMANCE EVALUATION

1. RATING ON GENERAL PERFORMANCE OF DUTIES

DIRECTIONS: Consider ONLY the productivity and effectiveness with which the individual being rated has performed his duties during the rating period. Compare him ONLY with others doing similar work at a similar level of responsibility. Factors other than productivity will be taken into account later in Section D.

- 5
1. DOES NOT PERFORM DUTIES ADEQUATELY; HE IS INCOMPETENT.
 2. BARELY ADEQUATE IN PERFORMANCE, ALTHOUGH HE HAS HAD SPECIFIC GUIDANCE OR TRAINING. HE OFTEN FAILS TO CARRY OUT RESPONSIBILITIES.
 3. PERFORMS MOST OF HIS DUTIES ACCEPTABLY. OCCASIONALLY REVEALS SOME AREA OF WEAKNESS.
 4. PERFORMS DUTIES IN A COMPETENT, EFFECTIVE MANNER.
 5. A FINE PERFORMANCE. CARRIES OUT MANY OF HIS RESPONSIBILITIES EXCEPTIONALLY WELL.
 6. PERFORMS HIS DUTIES IN SUCH AN OUTSTANDING MANNER THAT HE IS EQUALLED BY FEW OTHER PERSONS KNOWN TO THE SUPERVISOR.

COMMENTS:

SECRET

Performance

141

SECRET

(When Filled In)

2. RATINGS ON PERFORMANCE OF SPECIFIC DUTIES

DIRECTIONS:

- a. State in the spaces below up to six of the more important **STEFAN** duties performed during this rating period. Place the most important first. Do not include minor or unimportant duties.
- b. Rate performance on each specific duty considering **ONLY** effectiveness in performance of this specific duty.
- c. For supervisors, ability to supervise will always be rated as a specific duty (do not rate as supervisors those who supervise a secretary only).
- d. Compare in your mind, when possible, the individual **Aug 27 10:20 AM '57** performing the same duty at a similar level of responsibility.
- e. Two individuals with the same job title may be performing different duties. If so, rate them on different duties.
- f. Be specific. Examples of the kind of duties that might be rated are:
- | | | |
|-----------------------------|--------------------------------|--------------------------------|
| REAL BRIEFING | HAS AND USES AREA KNOWLEDGE | CONDUCTS INTERROGATIONS |
| GIVING LECTURES | DEVELOPS NEW PROGRAMS | PREPARES SUMMARIES |
| CONDUCTING SEMINARS | ANALYZES INDUSTRIAL REPORTS | TRANSLATES GERMAN |
| WRITING TECHNICAL REPORTS | MANAGES FILES | DEBRIEFING SOURCES |
| CONDUCTING EXTERNAL LIAISON | OPERATES RADIO | KEEPS BOOKS |
| TELEPHONING | COORDINATES WITH OTHER OFFICES | DRIVES TRUCK |
| TAKING DICTATION | WRITES REGULATIONS | MAINTAINS AIR CONDITIONING |
| SUPERVISING | PREPARES CORRESPONDENCE | EVALUATES SIGNIFICANCE OF DATA |
- g. For some jobs, duties may be broken down even further if supervisor considers it advisable, e.g., combined key and phone operation, in the case of a radio operator.

- | | | |
|---------------------------------|---|--|
| DESCRIPTIVE
RATING
NUMBER | 1 - INCOMPETENT IN THE PERFORMANCE OF THIS DUTY | 6 - PERFORMS THIS DUTY IN AN OUTSTANDING MANNER |
| | 2 - BARELY ADEQUATE IN THE PERFORMANCE OF THIS DUTY | FOUND IN VERY FEW INDIVIDUALS HOLDING SIMILAR JOBS |
| | 3 - PERFORMS THIS DUTY ACCEPTABLY | 7 - EXCELS ANYONE I KNOW IN THE PERFORMANCE OF THIS DUTY |
| | 4 - PERFORMS THIS DUTY IN A COMPETENT MANNER | |
| | 5 - PERFORMS THIS DUTY IN SUCH A FINE MANNER THAT HE IS A DISTINCT ASSET ON HIS JOB | |

SPECIFIC DUTY NO. 1 Supervision, as Deputy Chief of Branch	RATING NUMBER 5	SPECIFIC DUTY NO. 4 Operational and administrative planning	RATING NUMBER 5
SPECIFIC DUTY NO. 2 Prepares cables and dispatches	RATING NUMBER 5	SPECIFIC DUTY NO. 5 Coordination of branch activities	RATING NUMBER 5
SPECIFIC DUTY NO. 3 Oral briefings	RATING NUMBER 5	SPECIFIC DUTY NO. 6	RATING NUMBER

3. NARRATIVE DESCRIPTION OF MANNER OF JOB PERFORMANCE

DIRECTIONS: Stress strengths and weaknesses, particularly those which affect development on present job.

Subject is capable, conscientious, and energetic. He gets along well with associates and is a good supervisor. His scholarly knowledge of political science and history, coupled with an ability to express himself well is a distinct asset. Has a slight tendency to lecture his listeners, and is sometimes carried away by the momentum of his own initiative and aggressive approach to problems but of course these characteristics can easily be qualities rather than faults when recognized and guided.

SECTION D. SUITABILITY FOR CURRENT JOB IN ORGANIZATION

DIRECTIONS: Take into account here everything you know about the individual...productivity, conduct in the job, pertinent personal characteristics or habits, special defects or talents...and how he fits in with your team. Compare him with others doing similar work of about the same level.

- | | |
|------------------------------|--|
| RATING
NUMBER
5 | 1 - DEFINITELY UNSUITABLE - HE SHOULD BE SEPARATED |
| | 2 - OF DOUBTFUL SUITABILITY - WOULD NOT HAVE ACCEPTED HIM IF I HAD KNOWN WHAT I KNOW NOW |
| | 3 - A BARELY ACCEPTABLE EMPLOYEE - BELOW AVERAGE BUT WITH NO WEAKNESSES SUFFICIENTLY OUTSTANDING TO WARRANT HIS SEPARATION |
| | 4 - OF THE SAME SUITABILITY AS MOST PEOPLE I KNOW IN THE ORGANIZATION |
| | 5 - A FINE EMPLOYEE - HAS SOME OUTSTANDING STRENGTHS |
| | 6 - AN UNUSUALLY STRONG PERSON IN TERMS OF THE REQUIREMENTS OF THE ORGANIZATION |
| | 7 - EXCELLED BY ONLY A FEW IN SUITABILITY FOR WORK IN THE ORGANIZATION |

IS THIS INDIVIDUAL BETTER SUITED FOR WORK IN SOME OTHER POSITION IN THE ORGANIZATION? ☐ YES ☒ NO. IF YES, EXPLAIN FULLY:

SECRET

SECRET

(When Filled In)

FITNESS REPORT (Part II) POTENTIAL

INSTRUCTIONS:

FOR THE ADMINISTRATIVE OFFICER: Consult current instructions for completing this report.

FOR THE SUPERVISOR: This report is a privileged communication to your supervisor, and to appropriate career management and personnel officials concerning the potential of the employee being rated. It is NOT to be shown to the rated employee. It is recommended that you read the entire report before completing any question. This report is to be completed only after the employee has been under your supervision FOR AT LEAST 90 DAYS. If less than 90 days, hold and complete after the 90 days has elapsed. If this is the INITIAL REPORT on the employee, however, it MUST be completed and forwarded to the CM no later than 30 days after the due date indicated in item 8 of Section "E" below.

SECTION E.

GENERAL

1. NAME (Last) SMITH	(First) Joseph	(Middle) B.	2. DATE OF BIRTH 16 June 1921	3. SEX M	4. SERVICE DESIGNATION SD:DP
5. OFFICE/DIVISION/BRANCH OF ASSIGNMENT DDP FE 5			6. OFFICIAL POSITION TITLE Area Ops Officer, ADBr.Ch.		
7. GRADE GS-13	8. DATE REPORT DUE IN OP	9. PERIOD COVERED BY THIS REPORT (Inclusive dates) 2 December 1956 - 2 August 1957			
10. TYPE OF REPORT (Check one)	<input type="checkbox"/> INITIAL <input checked="" type="checkbox"/> ANNUAL <input type="checkbox"/> REASSIGNMENT-SUPERVISOR <input type="checkbox"/> REASSIGNMENT-EMPLOYEE <input type="checkbox"/> SPECIAL (Specify)				

SECTION F.

CERTIFICATION

1. FOR THE RATER: I CERTIFY THAT THIS REPORT REPRESENTS MY BEST JUDGEMENT OF THE INDIVIDUAL BEING RATED		
A. THIS DATE 2 August 1957	B. TYPED OR PRINTED NAME AND SIGNATURE OF SUPERVISOR R. H. Linn	C. SUPERVISOR'S OFFICIAL TITLE Chief, FE/5
2. FOR THE REVIEWING OFFICIAL: I HAVE REVIEWED THIS REPORT AND NOTED ANY DIFFERENCE OF OPINION IN ATTACHED MEMO.		
A. THIS DATE 2 AUG 1957	B. TYPED OR PRINTED NAME AND SIGNATURE OF REVIEWING OFFICIAL Alfred C. Ulmer, Jr.	C. OFFICIAL TITLE OF REVIEWING OFFICIAL CPE

SECTION G.

ESTIMATE OF POTENTIAL

1. POTENTIAL TO ASSUME GREATER RESPONSIBILITIES

DIRECTIONS: Considering others of his grade and type of assignment, rate the employee's potential to assume greater responsibilities. Think in terms of the kind of responsibility encountered at the various levels in his kind of work.

RATING NUMBER	1 - ALREADY ABOVE THE LEVEL AT WHICH SATISFACTORY PERFORMANCE CAN BE EXPECTED
	2 - HAS REACHED THE HIGHEST LEVEL AT WHICH SATISFACTORY PERFORMANCE CAN BE EXPECTED
4	3 - MAKING PROGRESS, BUT NEEDS MORE TIME BEFORE HE CAN BE TRAINED TO ASSUME GREATER RESPONSIBILITIES
	4 - READY FOR TRAINING IN ASSUMING GREATER RESPONSIBILITIES
5	5 - WILL PROBABLY ADJUST QUICKLY TO MORE RESPONSIBLE DUTIES WITHOUT FURTHER TRAINING
	6 - ALREADY ASSUMING MORE RESPONSIBILITIES THAN EXPECTED AT PRESENT LEVEL
7	7 - AN EXCEPTIONAL PERSON WHO IS ONE OF THE FEW WHO SHOULD BE CONSIDERED FOR PROMOTION TO A HIGHER LEVEL RESPONSIBILITIES

DATE **2 AUG 1957**

2. SUPERVISORY POTENTIAL

DIRECTIONS: Answer this question: Has this person the ability to be a supervisor? ☒ Yes ☐ No If your answer is YES, indicate below your opinion or guess of the level of supervisory ability this person will reach AFTER SUITABLE TRAINING. Indicate your opinion by placing the number of the descriptive rating below which comes closest to expressing your opinion in the appropriate column. If your rating is based on observing him supervise, note your rating in the "actual" column. If based on opinion of his potential, note the rating in the "potential" column.

DESCRIPTIVE RATING NUMBER	0 - HAVE NO OPINION ON HIS SUPERVISORY POTENTIAL IN THIS SITUATION
1	1 - BELIEVE INDIVIDUAL WOULD BE A WEAK SUPERVISOR IN THIS KIND OF SITUATION
2	2 - BELIEVE INDIVIDUAL WOULD BE AN AVERAGE SUPERVISOR IN THIS KIND OF SITUATION
3	3 - BELIEVE INDIVIDUAL WOULD BE A STRONG SUPERVISOR IN THIS SITUATION

ACTUAL	POTENTIAL	DESCRIPTIVE SITUATION
3		A GROUP DOING THE BASIC JOB (First line supervisors, technicians or professional specialists of various kinds), where contact with immediate subordinates is frequent (First line supervisor)
	2	A GROUP OF SUPERVISORS WHO DO THE BASIC JOB (Second line supervisors)
	2	A GROUP WHO MAY OR MAY NOT BE SUPERVISORS, WHICH IS RESPONSIBLE FOR MAJOR PLANS, ORGANIZATION AND POLICY (Executive level)
	2	WHEN CONTACT WITH IMMEDIATE SUBORDINATES IS NOT FREQUENT
	3	WHEN IMMEDIATE SUBORDINATES' ACTIVITIES ARE DIVERSE AND NEED CAREFUL COORDINATION
	3	WHEN IMMEDIATE SUBORDINATES INCLUDE MEMBERS OF THE OPPOSITE SEX
		Other (Specify)

SECRET

(When Filled In)

1. INDICATE THE APPROXIMATE NUMBER OF MONTHS THE RATED EMPLOYEE HAS BEEN UNDER YOUR SUPERVISION

8 months

2. COMMENTS CONCERNING POTENTIAL

Subject has many qualities which as he acquires experience and maturity, will make him increasingly valuable as a supervisor, operator, ~~and~~ ^{level} case officer.

MAIL ROOM

SECTION II. FUTURE PLANS

1. TRAINING OR OTHER DEVELOPMENTAL EXPERIENCE PLANNED FOR THE INDIVIDUAL

Management training might be useful.

2. NOTE OTHER FACTORS, INCLUDING PERSONAL CIRCUMSTANCES, TO BE TAKEN INTO ACCOUNT IN INDIVIDUAL'S FUTURE ASSIGNMENTS

Has well-balanced attitude toward his work and his associates. His short stature and quiet personality make him acceptable to many orientals who might be repelled by the average american.

SECTION I. DESCRIPTION OF INDIVIDUAL

DIRECTIONS: This section is provided as an aid to describing the individual as you see him on the job. Interpret the words literally. On the page below are a series of statements that apply in some degree to most people. To the left of each statement is a box under the heading "category." Read each statement and insert in the box the category number which best tells how much the statement applies to the person covered by this report.

3. HAVE NOT OBSERVED THIS; HENCE CAN GIVE NO OPINION AS TO HOW THE DESCRIPTION APPLIES TO THE INDIVIDUAL

1. APPLIES TO THE INDIVIDUAL TO THE LEAST POSSIBLE DEGREE

2. APPLIES TO INDIVIDUAL TO A LIMITED DEGREE

3. APPLIES TO INDIVIDUAL TO AN AVERAGE DEGREE

4. APPLIES TO INDIVIDUAL TO AN ABOVE AVERAGE DEGREE

5. APPLIES TO INDIVIDUAL TO AN OUTSTANDING DEGREE

CATEGORY	STATEMENT	CATEGORY	STATEMENT	CATEGORY	STATEMENT
4	1. ABLE TO SEE ANOTHER'S POINT OF VIEW	4	11. HAS HIGH STANDARDS OF ACCOMPLISHMENT	4	21. IS EFFECTIVE IN CIRCUMSTANCES WITH ASSOCIATES
5	2. CAN MAKE DECISIONS ON HIS OWN WHEN NEED ARISES	4	12. SHOWS ORIGINALITY	4	22. IMPLEMENTS DECISIONS REGARDLESS OF OWN FEELINGS
5	3. HAS INITIATIVE	5	13. ACCEPTS RESPONSIBILITY	4	23. IS THOUGHTFUL OF OTHERS
3	4. IS ANALYTIC IN HIS THINKING	4	14. ADMITS HIS ERRORS	4	24. DOES WELL UNDER PRESSURE
5	5. STRIVES CONSTANTLY FOR NEW KNOWLEDGE AND IDEAS	4	15. RESPONDS WELL TO SUPERVISION	4	25. DISPLAYS JUDGEMENT
3	6. AGREES OTHER TO SPECIFIC ASSISTANCE	5	16. DOES HIS JOB WITHOUT STRONG SUPPORT	4	26. IS SECURITY CONSCIOUS
4	7. CAN GET ALONG WITH PEOPLE	4	17. COMES UP WITH SOLUTIONS TO PROBLEMS	4	27. IS VERSATILE
4	8. HAS MEMORY FOR FACTS	4	18. IS OBSERVANT	4	28. HIS CRITICISM IS CONSTRUCTIVE
4	9. GETS THINGS DONE	4	19. THINKS CLEARLY	4	29. FACILITATES SWOOTH OPERATION OF HIS OFFICE
4	10. CAN cope WITH EMERGENCIES	4	20. COMPLETES ASSIGNMENTS WITHIN ESTABLISHED TIME LIMITS	4	30. DOES NOT REGULATE PERSONS AND ESTABLISHES SUPERVISORY

SECRET

TRAINING EVALUATION

COUNTERESPIONAGE OPERATIONS COURSE NO. 16

NAME SMITH, Joseph B.		SEX Male	DATE OF COURSE 25 Nov - 13 Dec 1957	NO. OF STUDENTS 15
DATE OF BIRTH 16 June 1921	END DATE 17 Sept 1951	GRADE OR RANK GS-13	OFFICE DDP FR	
PRESENTED ASSIGNMENT OR PROMOTED POSITION Deputy Chief of FR/S.				

- I. Course Objectives: to familiarize the student with the various types of CE operations and with methods and procedures peculiar to CE in the field and at headquarters, to outline CE objectives, and to increase proficiency in the recognition and exploitation of leads.
- II. Course Characteristics: The Counterespionage Operations Course is of three weeks duration. The curriculum material is presented by means of lectures, seminars, and directed reading. It is divided into sections as follows:
 - A. Introduction (definition of terms, the CI Staff, operational security and risk assessment, sources of CI leads, CI reporting and records, documentation)
 - B. Interrogation
 - C. Foreign Intelligence Services (with emphasis on currently hostile services)
 - D. Penetration and Defection
 - E. Double Agent Operations

During the course each student is required to present orally a CI case and to submit a written version of the case. Evaluations are based on problems, written exercises requiring analyses of assigned case studies, the case analyses presented by the student, and on objective tests.

S-E-C-R-E-T

III. Evaluations: (This student's performance indicated by asterisk.)

- A. Two double agent problems and one walk-in problem requiring case analysis. This analysis involves thorough study of the case:
1. To determine areas of missing, inadequate, or questionable information.
 2. To pick out information which can be checked through other sources.
 3. To recognize all possible leads.
 4. To assess the risk involved.
 5. To propose appropriate action (operational decisions).

	Fail	Poor	Satis	Exc	Sup	Incomplete
Ratings in this class		6	8 *			1
Total of ratings in 15 classes	1	15	199	18		4

- B. Four written exercises requiring analysis of assigned CE case studies.

	Fail	Poor	Satis	Exc	Sup	Incomplete
Ratings in this class		4	9 *	1		1
Total of ratings in 14 classes			193	24		1

- C. Case Analysis (Student Presentation.)

	Fail	Poor	Satis	Exc	Sup	Incomplete
Ratings in this class			8	6 *		1
Total of ratings in 15 classes			179	49		1

- D. Objective tests based on all sections of the course.

	Fail	Poor	Satis	Exc	Sup	Incomplete
Ratings in this class		2	7	5 *		1
Total of ratings in 15 classes	5	54	132	43	1	1

Mr. Smith was received, but his contributions were quite pertinent and advanced the progress of the class discussions. In his written work he showed a sound knowledge and a feel for the handling of agents, but in other aspects of the cases and problems his efforts were more casual. His student presentation demonstrated a cautious approach and a comprehensive analysis of a possible double agent.

EXCELLENCE The student demonstrated outstanding ability or proficiency in meeting this course goal or objective; he indicated an unusually thorough knowledge of the material presented, or, if skills were involved, he demonstrated that he was one of the most effective individuals in this area.

ABOVE AVERAGE The student showed unusual competence, skill, or ability in meeting this objective or goal; he demonstrated a thorough grasp of the material presented, or, if skills were involved, he demonstrated that he could perform in an extremely effective manner in this area.

SATISFACTORY The student met this objective in a competent and adequate manner; he demonstrated a good understanding and a grasp of the information presented, or if skills were involved, he demonstrated sufficient competence to operate effectively in this area.

NEAR Although the student may have met some of the standards set for student achievement of this course goal or objective, he demonstrated serious gaps in knowledge or sufficient lack of skill to be unsatisfactory competence.

POOR The student was unable to grasp the concepts or information presented, or demonstrated that he had not acquired the necessary information and skills to operate at even minimum facility in this area.

FOR THE DIRECTOR OF TRAINING

Henry D. Carroll

SECRET

REPORT OF SW and 7 & S TRAINING

1. Pseudo: Joseph B. Smith
~~Agent~~
2. Office: _____ Division: _____ Branch: _____
3. Project Assignment: Malaya Station
4. Dates Trained: 10 Oct 1955
Location: Singapore
5. Training Received:
Basic SW: Briefing in use of low level systems for dead-drop use only.
F & S: No restoration.
Other: _____
6. Evaluation: Smith
~~Agent~~ was able to spend only about three hours in the briefing session. During this time, he was able to use all three systems assigned for station use and, since he will be able to get help from Samuel J. TRENTH (q.v.) if necessary, he should have no difficulty with them. Further training would be required if mail channels or higher level systems were to be used.
7. Instructor: Nathan A. CHAMBERS

Chief, KURIOT Laboratory

SECRET

SECRET

(When Filled In)

107894		LANGUAGE DATA RECORD			
PART I-GENERAL					
1. NAME (Last-First-Middle)			2. DATE OF BIRTH		
SMITH, Joseph S.			MONTH	DAY	YEAR
			June	70	1963
3. LANGUAGE		4. TODAY'S DATE		5.	
(21-23)		(24-25)			
German		MONTH	DAY	YEAR	
283		May	2	1967	<input type="checkbox"/> I HAVE NO PROFICIENCY IN ANY FOREIGN LANGUAGE
PART II-LANGUAGE ELEMENTS					
SECTION A. Reading (40)					
1. I CAN READ TEXTS OF ANY DIFFICULTY, OF A GENERAL NATURE OR IN FIELDS I AM FAMILIAR WITH, USING THE DICTIONARY ONLY RARELY.					
2. I CAN READ TEXTS OF MOST GRADES OF DIFFICULTY, OF A GENERAL NATURE OR IN FIELDS I AM FAMILIAR WITH, USING THE DICTIONARY OCCASIONALLY.					
3. I CAN READ TEXTS OF AVERAGE DIFFICULTY (newspapers, reference materials, etc.), USING THE DICTIONARY FREQUENTLY.					
4. I CAN READ SIMPLE TEXTS, SUCH AS STREET SIGNS, NEWSPAPER HEADLINES, ETC., USING THE DICTIONARY FREQUENTLY.					
5. I HAVE NO READING ABILITY IN THE LANGUAGE.					
SECTION B. Writing (41)					
1. I CAN WRITE PERSONAL LETTERS AND SIMILAR MATERIAL WITH COMPLETE SUCCESS WITHOUT USING THE DICTIONARY. I CAN WRITE FACTUAL NARRATIVE AND EXPOSITORY MATERIAL WITH REASONABLE CLARITY, WITH VERY FEW GRAMMATICAL ERRORS, IN NATIVE STYLE, USING THE DICTIONARY ONLY RARELY.					
2. I CAN WRITE PERSONAL LETTERS AND SIMILAR SIMPLE MATERIAL WITH COMPLETE SUCCESS, USING THE DICTIONARY ONLY RARELY. I CAN WRITE FACTUAL NARRATIVE AND EXPOSITORY MATERIAL WITH REASONABLE CLARITY, WITH FEW GRAMMATICAL ERRORS, BUT IN A STYLE WHICH MAY NOT BE NATIVE, USING THE DICTIONARY OCCASIONALLY.					
3. I CAN WRITE PERSONAL LETTERS AND SIMILAR SIMPLE MATERIAL, WITH REASONABLE SUCCESS IN CONVEYING MY MEANING, BUT WITH OCCASIONAL MINOR GRAMMATICAL ERRORS AND IN OBVIOUSLY FOREIGN, AWKWARD STYLE, USING THE DICTIONARY OCCASIONALLY.					
4. I CAN WRITE PERSONAL LETTERS AND SIMILAR SIMPLE MATERIAL, WITH REASONABLE SUCCESS IN CONVEYING MY MEANING, BUT WITH MANY GRAMMATICAL ERRORS AND IN A VERY FOREIGN, AWKWARD STYLE, USING THE DICTIONARY FREQUENTLY.					
5. I CANNOT WRITE IN THE LANGUAGE.					
SECTION C. Pronunciation (42)					
1. MY PRONUNCIATION IS NATIVE.					
2. WHILE NATIVES CAN DETECT AN ACCENT IN MY PRONUNCIATION THEY HAVE NO DIFFICULTY UNDERSTANDING ME.					
3. MY PRONUNCIATION IS OBVIOUSLY FOREIGN, BUT ONLY RARELY CAUSES DIFFICULTY FOR NATIVES TO UNDERSTAND.					
4. MY PRONUNCIATION IS OCCASIONALLY DIFFICULT FOR NATIVES TO UNDERSTAND.					
5. I HAVE NO SKILL IN PRONUNCIATION.					
CONTINUE ON REVERSE SIDE					

FORM NO. 444C
1 FEB 57

SECRET

(4-43)

CONTINUATION OF PART II-LANGUAGE ELEMENTS

OFFICE OF PERSONNEL

SECTION D.

Speaking (43)

1. I SPEAK FLUENTLY AND ACCURATELY IN ALL PRACTICAL AND SOCIAL SITUATIONS; I CONVERSE FREELY AND IDIOMATICALLY IN ALL FIELDS WITH WHICH I AM FAMILIAR.
2. I SPEAK FLUENTLY AND ACCURATELY IN NEARLY ALL PRACTICAL AND SOCIAL SITUATIONS; I CAN CONVERSE IN MOST FIELDS WITH WHICH I AM FAMILIAR AND I EMPLOY SOME POPULAR SAYINGS, LITERARY QUOTATIONS, AND COMMON PROVERBS.
3. I GET ALONG QUITE WELL IN SITUATIONS OF DAILY LIFE AND TRAVEL AND CAN CONDUCT ROUTINE BUSINESS IN PARTICULAR FIELDS.
4. I MANAGE TO GET ALONG IN THE MOST COMMON SITUATIONS OF DAILY LIFE AND TRAVEL.
5. I HAVE NO ABILITY TO USE THE LANGUAGE IN ANY OF THE ABOVE RESPECTS.

SECTION E.

Understanding (34)

1. I UNDERSTAND NON-TECHNICAL CONVERSATION ON ALL SUBJECTS, BOTH FACE-TO-FACE AND ON THE TELEPHONE; I UNDERSTAND NEARLY EVERYTHING I HEAR ON THE RADIO AND AT THE MOVIES, PLAYS, AND LECTURES.
2. I UNDERSTAND NON-TECHNICAL CONVERSATION ON NEARLY ALL SUBJECTS, BOTH FACE-TO-FACE AND ON THE TELEPHONE; I UNDERSTAND MOST OF WHAT I HEAR ON THE RADIO AND AT THE MOVIES, PLAYS, AND LECTURES, INCLUDING MOST JOES AND PUNS.
3. I UNDERSTAND NEARLY ALL CONVERSATION ON TOPICS OF DAILY LIFE AND TRAVEL, BOTH FACE-TO-FACE AND ON THE TELEPHONE; I UNDERSTAND MUCH OF WHAT I HEAR ON THE RADIO, AND AT THE MOVIES, PLAYS, AND LECTURES.
4. I UNDERSTAND THE SIMPLEST CONVERSATION, BOTH FACE-TO-FACE AND ON THE TELEPHONE; I UNDERSTAND SOME OF WHAT I HEAR ON THE RADIO AND AT THE MOVIES, PLAYS, AND LECTURES.
5. I AM NOT ABLE TO UNDERSTAND THE SPOKEN LANGUAGE.

BEFORE CONTINUING - CHECK PART II TO ENSURE THAT YOU HAVE CIRCLED ONE NUMBER PER SECTION.

PART III-EXPERIENCE AS TRANSLATOR OR INTERPRETER (43)

1. I HAVE HAD EXPERIENCE AS A TRANSLATOR.
2. I HAVE HAD EXPERIENCE AS AN INTERPRETER.
3. BOTH OF THE ABOVE STATEMENTS APPLY.
4. NONE OF THE ABOVE STATEMENTS APPLY.

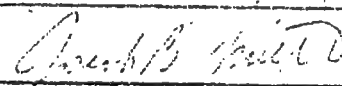
PART IV-CERTIFICATION

I CERTIFY THAT THE INFORMATION GIVEN ABOVE IS TRUE AND ACCURATE TO THE BEST OF MY KNOWLEDGE AND BELIEF. THIS CERTIFICATION CONSTITUTES MY APPLICATION FOR A MAINTENANCE AWARD PROVIDED I AM ELIGIBLE UNDER THE TERMS OF REGULATION NO. 25.115, PAR. 1C143. I UNDERSTAND THAT I MUST PASS AN OBJECTIVE LANGUAGE PROFICIENCY TEST BEFORE I BECOME ELIGIBLE FOR AN AWARD, AND THAT IRRESPECTIVE OF THE DATE OF TESTING, ANNUAL MAINTENANCE AWARDS WILL BE CUMULATIVE AS OF THE ANNIVERSARY DATE OF COMPLETING THIS FORM.

DATE SIGNED

2 May 1957

SIGNATURE



1401

1411

E

SECRET
(When Filled In)

(11-8)		LANGUAGE DATA RECORD		
PART I-GENERAL				
1. NAME (Last-First-Middle) (7-24)		2. DATE OF BIRTH (15-30)		
SMITH, Joseph B.		MONTH June	DAY 16	YEAR 1981
3. LANGUAGE (31-32)	4. TODAY'S DATE (34-38)	5.		
Japanese 379	MONTH May DAY 2 YEAR 1957	<input type="checkbox"/> I HAVE NO PROFICIENCY IN ANY FOREIGN LANGUAGE		
PART II-LANGUAGE ELEMENTS				
SECTION A. Reading (40)				
1. I CAN READ TEXTS OF ANY DIFFICULTY, OF A GENERAL NATURE OR IN FIELDS I AM FAMILIAR WITH, USING THE DICTIONARY ONLY RARELY.				
2. I CAN READ TEXTS OF MOST GRADES OF DIFFICULTY, OF A GENERAL NATURE OR IN FIELDS I AM FAMILIAR WITH, USING THE DICTIONARY OCCASIONALLY.				
3. I CAN READ TEXTS OF AVERAGE DIFFICULTY (newspapers, reference materials, etc.), USING THE DICTIONARY FREQUENTLY.				
4. I CAN READ SIMPLE TEXTS, SUCH AS STREET SIGNS, NEWSPAPER HEADLINES, ETC., USING THE DICTIONARY FREQUENTLY.				
(5) I HAVE NO READING ABILITY IN THE LANGUAGE.				
SECTION B. Writing (41)				
1. I CAN WRITE PERSONAL LETTERS AND SIMILAR MATERIAL WITH COMPLETE SUCCESS WITHOUT USING THE DICTIONARY. I CAN WRITE FACTUAL NARRATIVE AND EXPOSITORY MATERIAL WITH REASONABLE CLARITY, WITH VERY FEW GRAMMATICAL ERRORS, IN NATIVE STYLE, USING THE DICTIONARY ONLY RARELY.				
2. I CAN WRITE PERSONAL LETTERS AND SIMILAR SIMPLE MATERIAL WITH COMPLETE SUCCESS, USING THE DICTIONARY ONLY RARELY. I CAN WRITE FACTUAL NARRATIVE AND EXPOSITORY MATERIAL WITH REASONABLE CLARITY, WITH FEW GRAMMATICAL ERRORS, BUT IN A STYLE WHICH MAY NOT BE NATIVE, USING THE DICTIONARY OCCASIONALLY.				
3. I CAN WRITE PERSONAL LETTERS AND SIMILAR SIMPLE MATERIAL, WITH REASONABLE SUCCESS IN CONVEYING MY MEANING, BUT WITH OCCASIONAL MINOR GRAMMATICAL ERRORS AND IN OBVIOUSLY FOREIGN, AWKWARD STYLE, USING THE DICTIONARY OCCASIONALLY.				
4. I CAN WRITE PERSONAL LETTERS AND SIMILAR SIMPLE MATERIAL, WITH REASONABLE SUCCESS IN CONVEYING MY MEANING, BUT WITH MANY GRAMMATICAL ERRORS AND IN A VERY FOREIGN, AWKWARD STYLE, USING THE DICTIONARY FREQUENTLY.				
(5) I CANNOT WRITE IN THE LANGUAGE.				
SECTION C. Pronunciation (42)				
1. MY PRONUNCIATION IS NATIVE.				
(2) WHILE NATIVES CAN DETECT AN ACCENT IN MY PRONUNCIATION THEY HAVE NO DIFFICULTY UNDERSTANDING ME.				
3. MY PRONUNCIATION IS OBVIOUSLY FOREIGN, BUT ONLY RARELY CAUSES DIFFICULTY FOR NATIVES TO UNDERSTAND.				
4. MY PRONUNCIATION IS OCCASIONALLY DIFFICULT FOR NATIVES TO UNDERSTAND.				
5. I HAVE NO SKILL IN PRONUNCIATION.				
CONTINUE ON REVERSE SIDE				

CONTINUATION OF PART II—LANGUAGE ELEMENTS

SECTION D.

Speaking (43)

1. I SPEAK FLUENTLY AND ACCURATELY IN ALL PRACTICAL AND SOCIAL SITUATIONS; I CONVERSE FREELY AND IDIOMATICALLY IN ALL FIELDS WITH WHICH I AM FAMILIAR.
2. I SPEAK FLUENTLY AND ACCURATELY IN NEARLY ALL PRACTICAL AND SOCIAL SITUATIONS; I CAN CONVERSE IN MOST FIELDS WITH WHICH I AM FAMILIAR AND I EMPLOY SOME POPULAR SAYINGS, LITERARY QUOTATIONS, AND COMMON PROVERBS.
3. I GET ALONG QUITE WELL IN SITUATIONS OF DAILY LIFE AND TRAVEL AND CAN CONDUCT ROUTINE BUSINESS IN PARTICULAR FIELDS.
- ☒ 4. I MANAGE TO GET ALONG IN THE MOST COMMON SITUATIONS OF DAILY LIFE AND TRAVEL.
5. I HAVE NO ABILITY TO USE THE LANGUAGE IN ANY OF THE ABOVE RESPECTS.

SECTION E.

Understanding (44)

1. I UNDERSTAND NON-TECHNICAL CONVERSATION ON ALL SUBJECTS, BOTH FACE-TO-FACE AND ON THE TELEPHONE; I UNDERSTAND NEARLY EVERYTHING I HEAR ON THE RADIO AND AT THE MOVIES, PLAYS, AND LECTURES.
2. I UNDERSTAND NON-TECHNICAL CONVERSATION ON NEARLY ALL SUBJECTS; BOTH FACE-TO-FACE AND ON THE TELEPHONE; I UNDERSTAND MOST OF WHAT I HEAR ON THE RADIO AND AT THE MOVIES, PLAYS, AND LECTURES, INCLUDING MOST JOKES AND PUNS.
3. I UNDERSTAND NEARLY ALL CONVERSATION ON TOPICS OF DAILY LIFE AND TRAVEL, BOTH FACE-TO-FACE AND ON THE TELEPHONE; I UNDERSTAND MUCH OF WHAT I HEAR ON THE RADIO, AND AT THE MOVIES, PLAYS, AND LECTURES.
- ☒ 4. I UNDERSTAND THE SIMPLEST CONVERSATION, BOTH FACE-TO-FACE AND ON THE TELEPHONE; I UNDERSTAND SOME OF WHAT I HEAR ON THE RADIO AND AT THE MOVIES, PLAYS, AND LECTURES.
5. I AM NOT ABLE TO UNDERSTAND THE SPOKEN LANGUAGE.

BEFORE CONTINUING -- CHECK PART II TO ENSURE THAT YOU HAVE CIRCLED ONE NUMBER PER SECTION.

PART III—EXPERIENCE AS TRANSLATOR OR INTERPRETER (45)

1. I HAVE HAD EXPERIENCE AS A TRANSLATOR.
2. I HAVE HAD EXPERIENCE AS AN INTERPRETER.
3. BOTH OF THE ABOVE STATEMENTS APPLY.
- ☒ 4. NONE OF THE ABOVE STATEMENTS APPLY.

PART IV—CERTIFICATION

I CERTIFY THAT THE INFORMATION GIVEN ABOVE IS TRUE AND ACCURATE TO THE BEST OF MY KNOWLEDGE AND BELIEF. THIS CERTIFICATION CONSTITUTES MY APPLICATION FOR A MAINTENANCE AWARD, PROVIDED I AM ELIGIBLE UNDER THE TERMS OF REGULATION NO. 25-115, PAR. 10(4). I UNDERSTAND THAT I MUST PASS AN OBJECTIVE LANGUAGE PROFICIENCY TEST BEFORE I BECOME ELIGIBLE FOR AN AWARD, AND THAT, IRRESPECTIVE OF THE DATE OF TESTING, ANNUAL MAINTENANCE AWARDS WILL BE CUMULATIVE AS OF THE ANNIVERSARY DATE OF COMPLETING THIS FORM.

DATE SIGNED

2 May 1957

SIGNATURE

Joseph B. Smith

(46)

(47)

CONFIDENTIAL

15 February 1956

FITNESS REPORT (PART I) PERFORMANCE			
INSTRUCTIONS FOR THE SUPERVISOR: This report is designed to help you evaluate your subordinates who, in turn, evaluate their superiors. It is a continuous process. It is not a one-time event. It is a process that should be completed on a regular basis. It is a process that should be completed on a regular basis. It is a process that should be completed on a regular basis.			
SECTION A. NAME SMITH, Joseph B.		DATE OF BIRTH 16 June 1921	SERVICE DESIGNATION DP
OFFICE OF ORIGIN FBI Singapore		POSTED FOR Dps Officer (PP)	
GRADE GS-13		DATE OF DEPARTURE May 1955 Year prior to his departure on 24 May 1956.	
SECTION B. CERTIFICATION I, the undersigned, certify that the above named individual has been evaluated in accordance with the instructions in this report. I have signed this report in the presence of the individual being rated and the individual being rated has signed this report in the presence of the individual evaluating him.			
Rated after his departure.			
DATE OF RATING 24 July 1956			
SIGNED BY Robert A. Barnack Chief of Station			
POSTED FOR W/A			
REVIEWED BY J/M			
DATE OF REVIEW Aug. 1956			
SIGNED BY R. H. Finn Chief, FE/5			
SECTION C. JOB PERFORMANCE EVALUATION 1. PRODUCTIVITY 2. EFFECTIVENESS 3. INITIATIVE 4. COOPERATION 5. ATTITUDE 6. PERSONALITY 7. RELIABILITY 8. ADAPTABILITY 9. LEADERSHIP 10. COMMUNICATIONS 11. PROBLEM SOLVING 12. ORGANIZATION 13. PLANNING 14. DETERMINATION 15. CONFIDENCE 16. INTELLIGENCE 17. IMAGINATION 18. CREATIVITY 19. ENTREPRENEURSHIP 20. INFLUENCE 21. POWER 22. COACHING 23. TEACHING 24. MENTORING 25. DELEGATION 26. DETERMINATION 27. CONFIDENCE 28. INTELLIGENCE 29. IMAGINATION 30. CREATIVITY 31. ENTREPRENEURSHIP 32. INFLUENCE 33. POWER 34. COACHING 35. TEACHING 36. MENTORING 37. DELEGATION 38. DETERMINATION 39. CONFIDENCE 40. INTELLIGENCE 41. IMAGINATION 42. CREATIVITY 43. ENTREPRENEURSHIP 44. INFLUENCE 45. POWER 46. COACHING 47. TEACHING 48. MENTORING 49. DELEGATION 50. DETERMINATION 51. CONFIDENCE 52. INTELLIGENCE 53. IMAGINATION 54. CREATIVITY 55. ENTREPRENEURSHIP 56. INFLUENCE 57. POWER 58. COACHING 59. TEACHING 60. MENTORING 61. DELEGATION 62. DETERMINATION 63. CONFIDENCE 64. INTELLIGENCE 65. IMAGINATION 66. CREATIVITY 67. ENTREPRENEURSHIP 68. INFLUENCE 69. POWER 70. COACHING 71. TEACHING 72. MENTORING 73. DELEGATION 74. DETERMINATION 75. CONFIDENCE 76. INTELLIGENCE 77. IMAGINATION 78. CREATIVITY 79. ENTREPRENEURSHIP 80. INFLUENCE 81. POWER 82. COACHING 83. TEACHING 84. MENTORING 85. DELEGATION 86. DETERMINATION 87. CONFIDENCE 88. INTELLIGENCE 89. IMAGINATION 90. CREATIVITY 91. ENTREPRENEURSHIP 92. INFLUENCE 93. POWER 94. COACHING 95. TEACHING 96. MENTORING 97. DELEGATION 98. DETERMINATION 99. CONFIDENCE 100. INTELLIGENCE 101. IMAGINATION 102. CREATIVITY 103. ENTREPRENEURSHIP 104. INFLUENCE 105. POWER 106. COACHING 107. TEACHING 108. MENTORING 109. DELEGATION 110. DETERMINATION 111. CONFIDENCE 112. INTELLIGENCE 113. IMAGINATION 114. CREATIVITY 115. ENTREPRENEURSHIP 116. INFLUENCE 117. POWER 118. COACHING 119. TEACHING 120. MENTORING 121. DELEGATION 122. DETERMINATION 123. CONFIDENCE 124. INTELLIGENCE 125. IMAGINATION 126. CREATIVITY 127. ENTREPRENEURSHIP 128. INFLUENCE 129. POWER 130. COACHING 131. TEACHING 132. MENTORING 133. DELEGATION 134. DETERMINATION 135. CONFIDENCE 136. INTELLIGENCE 137. IMAGINATION 138. CREATIVITY 139. ENTREPRENEURSHIP 140. INFLUENCE 141. POWER 142. COACHING 143. TEACHING 144. MENTORING 145. DELEGATION 146. DETERMINATION 147. CONFIDENCE 148. INTELLIGENCE 149. IMAGINATION 150. CREATIVITY 151. ENTREPRENEURSHIP 152. INFLUENCE 153. POWER 154. COACHING 155. TEACHING 156. MENTORING 157. DELEGATION 158. DETERMINATION 159. CONFIDENCE 160. INTELLIGENCE 161. IMAGINATION 162. CREATIVITY 163. ENTREPRENEURSHIP 164. INFLUENCE 165. POWER 166. COACHING 167. TEACHING 168. MENTORING 169. DELEGATION 170. DETERMINATION 171. CONFIDENCE 172. INTELLIGENCE 173. IMAGINATION 174. CREATIVITY 175. ENTREPRENEURSHIP 176. INFLUENCE 177. POWER 178. COACHING 179. TEACHING 180. MENTORING 181. DELEGATION 182. DETERMINATION 183. CONFIDENCE 184. INTELLIGENCE 185. IMAGINATION 186. CREATIVITY 187. ENTREPRENEURSHIP 188. INFLUENCE 189. POWER 190. COACHING 191. TEACHING 192. MENTORING 193. DELEGATION 194. DETERMINATION 195. CONFIDENCE 196. INTELLIGENCE 197. IMAGINATION 198. CREATIVITY 199. ENTREPRENEURSHIP 200. INFLUENCE 201. POWER 202. COACHING 203. TEACHING 204. MENTORING 205. DELEGATION 206. DETERMINATION 207. CONFIDENCE 208. INTELLIGENCE 209. IMAGINATION 210. CREATIVITY 211. ENTREPRENEURSHIP 212. INFLUENCE 213. POWER 214. COACHING 215. TEACHING 216. MENTORING 217. DELEGATION 218. DETERMINATION 219. CONFIDENCE 220. INTELLIGENCE 221. IMAGINATION 222. CREATIVITY 223. ENTREPRENEURSHIP 224. INFLUENCE 225. POWER 226. COACHING 227. TEACHING 228. MENTORING 229. DELEGATION 230. DETERMINATION 231. CONFIDENCE 232. INTELLIGENCE 233. IMAGINATION 234. CREATIVITY 235. ENTREPRENEURSHIP 236. INFLUENCE 237. POWER 238. COACHING 239. TEACHING 240. MENTORING 241. DELEGATION 242. DETERMINATION 243. CONFIDENCE 244. INTELLIGENCE 245. IMAGINATION 246. CREATIVITY 247. ENTREPRENEURSHIP 248. INFLUENCE 249. POWER 250. COACHING 251. TEACHING 252. MENTORING 253. DELEGATION 254. DETERMINATION 255. CONFIDENCE 256. INTELLIGENCE 257. IMAGINATION 258. CREATIVITY 259. ENTREPRENEURSHIP 260. INFLUENCE 261. POWER 262. COACHING 263. TEACHING 264. MENTORING 265. DELEGATION 266. DETERMINATION 267. CONFIDENCE 268. INTELLIGENCE 269. IMAGINATION 270. CREATIVITY 271. ENTREPRENEURSHIP 272. INFLUENCE 273. POWER 274. COACHING 275. TEACHING 276. MENTORING 277. DELEGATION 278. DETERMINATION 279. CONFIDENCE 280. INTELLIGENCE 281. IMAGINATION 282. CREATIVITY 283. ENTREPRENEURSHIP 284. INFLUENCE 285. POWER 286. COACHING 287. TEACHING 288. MENTORING 289. DELEGATION 290. DETERMINATION 291. CONFIDENCE 292. INTELLIGENCE 293. IMAGINATION 294. CREATIVITY 295. ENTREPRENEURSHIP 296. INFLUENCE 297. POWER 298. COACHING 299. TEACHING 300. MENTORING 301. DELEGATION 302. DETERMINATION 303. CONFIDENCE 304. INTELLIGENCE 305. IMAGINATION 306. CREATIVITY 307. ENTREPRENEURSHIP 308. INFLUENCE 309. POWER 310. COACHING 311. TEACHING 312. MENTORING 313. DELEGATION 314. DETERMINATION 315. CONFIDENCE 316. INTELLIGENCE 317. IMAGINATION 318. CREATIVITY 319. ENTREPRENEURSHIP 320. INFLUENCE 321. POWER 322. COACHING 323. TEACHING 324. MENTORING 325. DELEGATION 326. DETERMINATION 327. CONFIDENCE 328. INTELLIGENCE 329. IMAGINATION 330. CREATIVITY 331. ENTREPRENEURSHIP 332. INFLUENCE 333. POWER 334. COACHING 335. TEACHING 336. MENTORING 337. DELEGATION 338. DETERMINATION 339. CONFIDENCE 340. INTELLIGENCE 341. IMAGINATION 342. CREATIVITY 343. ENTREPRENEURSHIP 344. INFLUENCE 345. POWER 346. COACHING 347. TEACHING 348. MENTORING 349. DELEGATION 350. DETERMINATION 351. CONFIDENCE 352. INTELLIGENCE 353. IMAGINATION 354. CREATIVITY 355. ENTREPRENEURSHIP 356. INFLUENCE 357. POWER 358. COACHING 359. TEACHING 360. MENTORING 361. DELEGATION 362. DETERMINATION 363. CONFIDENCE 364. INTELLIGENCE 365. IMAGINATION 366. CREATIVITY 367. ENTREPRENEURSHIP 368. INFLUENCE 369. POWER 370. COACHING 371. TEACHING 372. MENTORING 373. DELEGATION 374. DETERMINATION 375. CONFIDENCE 376. INTELLIGENCE 377. IMAGINATION 378. CREATIVITY 379. ENTREPRENEURSHIP 380. INFLUENCE 381. POWER 382. COACHING 383. TEACHING 384. MENTORING 385. DELEGATION 386. DETERMINATION 387. CONFIDENCE 388. INTELLIGENCE 389. IMAGINATION 390. CREATIVITY 391. ENTREPRENEURSHIP 392. INFLUENCE 393. POWER 394. COACHING 395. TEACHING 396. MENTORING 397. DELEGATION 398. DETERMINATION 399. CONFIDENCE 400. INTELLIGENCE 401. IMAGINATION 402. CREATIVITY 403. ENTREPRENEURSHIP 404. INFLUENCE 405. POWER 406. COACHING 407. TEACHING 408. MENTORING 409. DELEGATION 410. DETERMINATION 411. CONFIDENCE 412. INTELLIGENCE 413. IMAGINATION 414. CREATIVITY 415. ENTREPRENEURSHIP 416. INFLUENCE 417. POWER 418. COACHING 419. TEACHING 420. MENTORING 421. DELEGATION 422. DETERMINATION 423. CONFIDENCE 424. INTELLIGENCE 425. IMAGINATION 426. CREATIVITY 427. ENTREPRENEURSHIP 428. INFLUENCE 429. POWER 430. COACHING 431. TEACHING 432. MENTORING 433. DELEGATION 434. DETERMINATION 435. CONFIDENCE 436. INTELLIGENCE 437. IMAGINATION 438. CREATIVITY 439. ENTREPRENEURSHIP 440. INFLUENCE 441. POWER 442. COACHING 443. TEACHING 444. MENTORING 445. DELEGATION 446. DETERMINATION 447. CONFIDENCE 448. INTELLIGENCE 449. IMAGINATION 450. CREATIVITY 451. ENTREPRENEURSHIP 452. INFLUENCE 453. POWER 454. COACHING 455. TEACHING 456. MENTORING 457. DELEGATION 458. DETERMINATION 459. CONFIDENCE 460. INTELLIGENCE 461. IMAGINATION 462. CREATIVITY 463. ENTREPRENEURSHIP 464. INFLUENCE 465. POWER 466. COACHING 467. TEACHING 468. MENTORING 469. DELEGATION 470. DETERMINATION 471. CONFIDENCE 472. INTELLIGENCE 473. IMAGINATION 474. CREATIVITY 475. ENTREPRENEURSHIP 476. INFLUENCE 477. POWER 478. COACHING 479. TEACHING 480. MENTORING 481. DELEGATION 482. DETERMINATION 483. CONFIDENCE 484. INTELLIGENCE 485. IMAGINATION 486. CREATIVITY 487. ENTREPRENEURSHIP 488. INFLUENCE 489. POWER 490. COACHING 491. TEACHING 492. MENTORING 493. DELEGATION 494. DETERMINATION 495. CONFIDENCE 496. INTELLIGENCE 497. IMAGINATION 498. CREATIVITY 499. ENTREPRENEURSHIP 500. INFLUENCE 501. POWER 502. COACHING 503. TEACHING 504. MENTORING 505. DELEGATION 506. DETERMINATION 507. CONFIDENCE 508. INTELLIGENCE 509. IMAGINATION 510. CREATIVITY 511. ENTREPRENEURSHIP 512. INFLUENCE 513. POWER 514. COACHING 515. TEACHING 516. MENTORING 517. DELEGATION 518. DETERMINATION 519. CONFIDENCE 520. INTELLIGENCE 521. IMAGINATION 522. CREATIVITY 523. ENTREPRENEURSHIP 524. INFLUENCE 525. POWER 526. COACHING 527. TEACHING 528. MENTORING 529. DELEGATION 530. DETERMINATION 531. CONFIDENCE 532. INTELLIGENCE 533. IMAGINATION 534. CREATIVITY 535. ENTREPRENEURSHIP 536. INFLUENCE 537. POWER 538. COACHING 539. TEACHING 540. MENTORING 541. DELEGATION 542. DETERMINATION 543. CONFIDENCE 544. INTELLIGENCE 545. IMAGINATION 546. CREATIVITY 547. ENTREPRENEURSHIP 548. INFLUENCE 549. POWER 550. COACHING 551. TEACHING 552. MENTORING 553. DELEGATION 554. DETERMINATION 555. CONFIDENCE 556. INTELLIGENCE 557. IMAGINATION 558. CREATIVITY 559. ENTREPRENEURSHIP 560. INFLUENCE 561. POWER 562. COACHING 563. TEACHING 564. MENTORING 565. DELEGATION 566. DETERMINATION 567. CONFIDENCE 568. INTELLIGENCE 569. IMAGINATION 570. CREATIVITY 571. ENTREPRENEURSHIP 572. INFLUENCE 573. POWER 574. COACHING 575. TEACHING 576. MENTORING 577. DELEGATION 578. DETERMINATION 579. CONFIDENCE 580. INTELLIGENCE 581. IMAGINATION 582. CREATIVITY 583. ENTREPRENEURSHIP 584. INFLUENCE 585. POWER 586. COACHING 587. TEACHING 588. MENTORING 589. DELEGATION 590. DETERMINATION 591. CONFIDENCE 592. INTELLIGENCE 593. IMAGINATION 594. CREATIVITY 595. ENTREPRENEURSHIP 596. INFLUENCE 597. POWER 598. COACHING 599. TEACHING 600. MENTORING 601. DELEGATION 602. DETERMINATION 603. CONFIDENCE 604. INTELLIGENCE 605. IMAGINATION 606. CREATIVITY 607. ENTREPRENEURSHIP 608. INFLUENCE 609. POWER 610. COACHING 611. TEACHING 612. MENTORING 613. DELEGATION 614. DETERMINATION 615. CONFIDENCE 616. INTELLIGENCE 617. IMAGINATION 618. CREATIVITY 619. ENTREPRENEURSHIP 620. INFLUENCE 621. POWER 622. COACHING 623. TEACHING 624. MENTORING 625. DELEGATION 626. DETERMINATION 627. CONFIDENCE 628. INTELLIGENCE 629. IMAGINATION 630. CREATIVITY 631. ENTREPRENEURSHIP 632. INFLUENCE 633. POWER 634. COACHING 635. TEACHING 636. MENTORING 637. DELEGATION 638. DETERMINATION 639. CONFIDENCE 640. INTELLIGENCE 641. IMAGINATION 642. CREATIVITY 643. ENTREPRENEURSHIP 644. INFLUENCE 645. POWER 646. COACHING 647. TEACHING 648. MENTORING 649. DELEGATION 650. DETERMINATION 651. CONFIDENCE 652. INTELLIGENCE 653. IMAGINATION 654. CREATIVITY 655. ENTREPRENEURSHIP 656. INFLUENCE 657. POWER 658. COACHING 659. TEACHING 660. MENTORING 661. DELEGATION 662. DETERMINATION 663. CONFIDENCE 664. INTELLIGENCE 665. IMAGINATION 666. CREATIVITY 667. ENTREPRENEURSHIP 668. INFLUENCE 669. POWER 670. COACHING 671. TEACHING 672. MENTORING 673. DELEGATION 674. DETERMINATION 675. CONFIDENCE 676. INTELLIGENCE 677. IMAGINATION 678. CREATIVITY 679. ENTREPRENEURSHIP 680. INFLUENCE 681. POWER 682. COACHING 683. TEACHING 684. MENTORING 685. DELEGATION 686. DETERMINATION 687. CONFIDENCE 688. INTELLIGENCE 689. IMAGINATION 690. CREATIVITY 691. ENTREPRENEURSHIP 692. INFLUENCE 693. POWER 694. COACHING 695. TEACHING 696. MENTORING 697. DELEGATION 698. DETERMINATION 699. CONFIDENCE 700. INTELLIGENCE 701. IMAGINATION 702. CREATIVITY 703. ENTREPRENEURSHIP 704. INFLUENCE 705. POWER 706. COACHING 707. TEACHING 708. MENTORING 709. DELEGATION 710. DETERMINATION 711. CONFIDENCE 712. INTELLIGENCE 713. IMAGINATION 714. CREATIVITY 715. ENTREPRENEURSHIP 716. INFLUENCE 717. POWER 718. COACHING 719. TEACHING 720. MENTORING 721. DELEGATION 722. DETERMINATION 723. CONFIDENCE 724. INTELLIGENCE 725. IMAGINATION 726. CREATIVITY 727. ENTREPRENEURSHIP 728. INFLUENCE 729. POWER 730. COACHING 731. TEACHING 732. MENTORING 733. DELEGATION 734. DETERMINATION 735. CONFIDENCE 736. INTELLIGENCE 737. IMAGINATION 738. CREATIVITY 739. ENTREPRENEURSHIP 740. INFLUENCE 741. POWER 742. COACHING 743. TEACHING 744. MENTORING 745. DELEGATION 746. DETERMINATION 747. CONFIDENCE 748. INTELLIGENCE 749. IMAGINATION 750. CREATIVITY 751. ENTREPRENEURSHIP 752. INFLUENCE 753. POWER 754. COACHING 755. TEACHING 756. MENTORING 757. DELEGATION 758. DETERMINATION 759. CONFIDENCE 760. INTELLIGENCE 761. IMAGINATION 762. CREATIVITY 763. ENTREPRENEURSHIP 764. INFLUENCE 765. POWER 766. COACHING 			

Figure 1 (back)
CONFIDENTIAL.

CONFIDENTIAL

15 February 1956

FITNESS REPORT (PART II) - CONFIDENTIAL

INSTRUCTIONS

FOR THE ADMINISTRATIVE OFFICER: This report is a summary of the performance of the individual during the period of assignment. It is to be completed by the individual's supervisor and forwarded to the administrative officer for review and certification. The report should be completed on or before the date indicated in the instructions. The report should be completed on or before the date indicated in the instructions. The report should be completed on or before the date indicated in the instructions.

SECTION I	NAME	SMITH, Joseph B.	GRADE	GENERAL	DATE OF BIRTH	16 June 1921	SEX	M	STATUS	DP
	LOCATION	Singapore								
	DATE	24 July 1956								
	REMARKS	Year prior to his departure on 24 May 1956.								

SECTION II	CERTIFICATION	
	DATE	24 July 1956
	SIGNATURE	Robert A. Barnack
	TITLE	Chief of Station
	DATE	Aug. 1956
	SIGNATURE	R. H. Linn
	TITLE	Chief, FE/5

SECTION III	ESTIMATE OF POTENTIAL	
	DATE	13 Feb 56
	POSTED BY	WRN
	REVIEWED BY	PUB

SECTION IV	REMARKS	
	REMARKS	2
	REMARKS	13 Feb 56

CONFIDENTIAL

15 February 1956

CONFIDENTIAL

<p>1. INDICATE THE APPROXIMATE NUMBER OF MONTHS THE RATED INDIVIDUAL HAS BEEN UNDER YOUR SUPERVISION ON</p> <p>26 months</p>																																													
<p>2. Smith</p> <p>is ready, willing and able to shoulder additional responsibilities inherent in a more responsible position in the organization. He has the intelligence, know-how, enthusiasm and drive that the organization desires in its officers.</p>																																													
<p>SECTION M. FUTURE PLANS</p> <p>3. Smith</p> <p>is scheduled for assignment in KUCAGE, Headquarters, which he is fully qualified to handle. It is hoped he will, during his Headquarters tour, be able to tr the Basic Management training course. After his headquarters tour, should receive a field assignment to make full use of his abilities.</p>																																													
<p>4. Smith</p> <p>is happily married to an intelligent young lady, and they have two attractive daughters. His wife is willing to go anywhere her husband desires on assignment for KUBARK.</p>																																													
<p>SECTION I. DESCRIPTION OF INDIVIDUAL</p> <p>DISCUSSION: This section is provided as an aid to describing the individual as you see him on the job. Interpret the words liberally. On the page below are a series of statements that apply in some degree to most people. To the left of each statement is a box under the heading "Category." Read each statement and insert in the box the category number which best tells how much the statement applies to the person covered by this report.</p> <p>1. HAVE NOT COVERED THIS, HENCE CAN GIVE NO OPINION AS TO HOW THE DESCRIPTION APPLIES TO THE INDIVIDUAL</p> <p>2. APPLIES TO THE INDIVIDUAL TO THE LEAST POSSIBLE DEGREE</p> <p>3. APPLIES TO INDIVIDUAL TO A LIMITED DEGREE</p> <p>4. APPLIES TO INDIVIDUAL TO AN AVERAGE DEGREE</p> <p>5. APPLIES TO INDIVIDUAL TO AN ABOVE AVERAGE DEGREE</p> <p>6. APPLIES TO INDIVIDUAL TO AN OUTSTANDING DEGREE</p>																																													
<table border="1"> <thead> <tr> <th>CATEGORY</th> <th>STATEMENT</th> </tr> </thead> <tbody> <tr> <td>4</td> <td>1. WOULD YOU SEE ANOTHERS POINT OF VIEW?</td> </tr> <tr> <td>4</td> <td>2. CAN YOU RELY ON HIM WHEN HE NEEDS YOU?</td> </tr> <tr> <td>5</td> <td>3. HAS INITIATIVE?</td> </tr> <tr> <td>5</td> <td>4. IS ORGANEL IN HIS THOUGHTS?</td> </tr> <tr> <td>4</td> <td>5. SHOWS CONSIDERATION FOR HIS PERSONAL AND IDEAS?</td> </tr> <tr> <td>3</td> <td>6. SHOWS OPEN TO YOUR ASSISTANCE?</td> </tr> <tr> <td>4</td> <td>7. CAN YOU WORK WITH PEOPLE?</td> </tr> <tr> <td>3</td> <td>8. HAS REPUTATION FOR RELIABILITY?</td> </tr> <tr> <td>4</td> <td>9. IS HE A GOOD TEAM PLAYER?</td> </tr> <tr> <td>4</td> <td>10. CAN YOU RELY ON HIM IN EMERGENCIES?</td> </tr> </tbody> </table>	CATEGORY	STATEMENT	4	1. WOULD YOU SEE ANOTHERS POINT OF VIEW?	4	2. CAN YOU RELY ON HIM WHEN HE NEEDS YOU?	5	3. HAS INITIATIVE?	5	4. IS ORGANEL IN HIS THOUGHTS?	4	5. SHOWS CONSIDERATION FOR HIS PERSONAL AND IDEAS?	3	6. SHOWS OPEN TO YOUR ASSISTANCE?	4	7. CAN YOU WORK WITH PEOPLE?	3	8. HAS REPUTATION FOR RELIABILITY?	4	9. IS HE A GOOD TEAM PLAYER?	4	10. CAN YOU RELY ON HIM IN EMERGENCIES?	<table border="1"> <thead> <tr> <th>CATEGORY</th> <th>STATEMENT</th> </tr> </thead> <tbody> <tr> <td>4</td> <td>11. HAS HIGH STANDARDS OF ACCOMPLISHMENT?</td> </tr> <tr> <td>5</td> <td>12. SHOWS ORIGINALITY?</td> </tr> <tr> <td>5</td> <td>13. ACCEPTS RESPONSIBILITY?</td> </tr> <tr> <td>3</td> <td>14. ACCEPTS HIS SUPERVISOR'S DECISIONS?</td> </tr> <tr> <td>3</td> <td>15. RESPONDS WELL TO SUPERVISOR'S CRITICISM?</td> </tr> <tr> <td>4</td> <td>16. GETS HIS JOB DONE WITHOUT EXCESSIVE SUPERVISOR?</td> </tr> <tr> <td>4</td> <td>17. COMES UP WITH SOLUTIONS TO PROBLEMS?</td> </tr> <tr> <td>5</td> <td>18. IS CHALLENGED?</td> </tr> <tr> <td>4</td> <td>19. SHOWS LEADERSHIP?</td> </tr> <tr> <td>3</td> <td>20. EXHIBITS ENTHUSIASM WITH AN ALLIABLE TEAM?</td> </tr> </tbody> </table>	CATEGORY	STATEMENT	4	11. HAS HIGH STANDARDS OF ACCOMPLISHMENT?	5	12. SHOWS ORIGINALITY?	5	13. ACCEPTS RESPONSIBILITY?	3	14. ACCEPTS HIS SUPERVISOR'S DECISIONS?	3	15. RESPONDS WELL TO SUPERVISOR'S CRITICISM?	4	16. GETS HIS JOB DONE WITHOUT EXCESSIVE SUPERVISOR?	4	17. COMES UP WITH SOLUTIONS TO PROBLEMS?	5	18. IS CHALLENGED?	4	19. SHOWS LEADERSHIP?	3	20. EXHIBITS ENTHUSIASM WITH AN ALLIABLE TEAM?
CATEGORY	STATEMENT																																												
4	1. WOULD YOU SEE ANOTHERS POINT OF VIEW?																																												
4	2. CAN YOU RELY ON HIM WHEN HE NEEDS YOU?																																												
5	3. HAS INITIATIVE?																																												
5	4. IS ORGANEL IN HIS THOUGHTS?																																												
4	5. SHOWS CONSIDERATION FOR HIS PERSONAL AND IDEAS?																																												
3	6. SHOWS OPEN TO YOUR ASSISTANCE?																																												
4	7. CAN YOU WORK WITH PEOPLE?																																												
3	8. HAS REPUTATION FOR RELIABILITY?																																												
4	9. IS HE A GOOD TEAM PLAYER?																																												
4	10. CAN YOU RELY ON HIM IN EMERGENCIES?																																												
CATEGORY	STATEMENT																																												
4	11. HAS HIGH STANDARDS OF ACCOMPLISHMENT?																																												
5	12. SHOWS ORIGINALITY?																																												
5	13. ACCEPTS RESPONSIBILITY?																																												
3	14. ACCEPTS HIS SUPERVISOR'S DECISIONS?																																												
3	15. RESPONDS WELL TO SUPERVISOR'S CRITICISM?																																												
4	16. GETS HIS JOB DONE WITHOUT EXCESSIVE SUPERVISOR?																																												
4	17. COMES UP WITH SOLUTIONS TO PROBLEMS?																																												
5	18. IS CHALLENGED?																																												
4	19. SHOWS LEADERSHIP?																																												
3	20. EXHIBITS ENTHUSIASM WITH AN ALLIABLE TEAM?																																												

OFFICE OF PERSONNEL

Figure 2 (back)

SECRET

23072

CUMULATIVE TRAINING RECORD					DATE
NAME					PP 1 October 1955
Joseph B. SMITH					
FROM: Ops Off PP, GS-13, Singapore					TO: Ops Off PP, GS-13, Hqs.
					17 Sept 51
X	COURSE	DATE TAKEN	X	COURSE	DATE TAKEN
	BASIC ORIENT. ALSO SIC, BITC. SIC, BITC, PH 1			AIR OPS. 1 2 3 4 5	
	CLAND. M & T ALSO OC, PH 11	5/10-6/11/53		WAR. OPS. 1 2 3 4 5	
	CLAND. OPS. ALSO AIC, AITC. AOC, CAI, PH 111			CLAND. PLD. ACT. 1 2 3 4 5 6	
	RESISTANCE OPS. ALSO PH, 1-11. 111 RAFF			SURVIVAL 1 2 3 4 5 6	
R	CLAND. SERV. REV.			BASIC PHOTO	
	WORLD COMMUNISM	800 CPO		DOCUMENTATION	
A	ANTI-COMM. OPS.			LOCKS	
	ADMIN PROCEDURES			SECRET WRITING	
	OPS. SUPPORT			FLAPS & SEALS	
	TRADE CRAFT PHASE			SMALL ARMS FAM.	
	ADMIN PHASE			OTHER TRAINING	
	REPORTS			CPO	7-18/12/53
	ORDER OF BATTLE			CIA Q.	2-5/10/51
	COUNTERESPIONAGE				
	ADV. COUNTER-ESPIONAGE				
	OPS. SECURITY				
	WAR PLANS				
X	CLAND. POL. WARF.				
	STAYBEHIND OPS.				
	TECH. DEV.				
	ORIENT.				
	INST. TECH.				
	EVASION-ESCAPE				
	SAB. OPS.				
	INVEST. TECH.				
	ALSO CI TECH.				
	ADMIN REFRESHER				
	SGO. IMPROVE.				
	BASIC SHIPV.				
A	BASIC MGMT.			PH. TEST	
	BALLOON OPS.			ASSESSMENT	
TO: Personnel Officer,					FROM: Career Management Officer
<p>The above projected personnel action has been <input checked="" type="checkbox"/> approved <input type="checkbox"/> disapproved by the Career Service Board. Additional training as indicated above has been recommended by the Training Officer to satisfy requirements of the proposed personnel action.</p> <p>Please schedule these courses as soon as possible through your Division Training Officer who will coordinate with the Senior Staff Training Officer.</p>					
DATE					SIGNATURE OF CAREER MANAGEMENT OFFICER
20 November 1956					W. M. Collins

SECRET

(2-4-43)

SECRET
(When Filled In)

FIELD FITNESS REPORT

The Fitness Report is an important factor in organizational personnel management. It seeks to provide:

1. The organization selection board with information of value when considering the application of an individual for membership in the career staff; and
2. A periodic record of job performance as an aid to the effective utilization of personnel.

INSTRUCTIONS

TO THE FIELD ADMINISTRATIVE OR PERSONNEL OFFICER: Consult current field administrative instructions regarding the initiation and transmittal of this report to Headquarters.

TO THE FIELD SUPERVISOR: Read the entire form before attempting to complete any item. As the supervisor who assigns, directs and reviews the work of the individual, you have primary responsibility for evaluating his strengths, weaknesses, and on-the-job effectiveness as

revealed by his day-to-day activities. If this individual has been under your supervision for less than 30 days, you will collaborate, if practicable, with his previous supervisors to make sure the report is accurate and complete. Primary responsibility rests with the current supervisor. It is assumed that, throughout the period this individual has been under your supervision, you have discharged your supervisory responsibilities by frequent discussions of his work, so that in a general way he knows where he stands.

IT IS OPTIONAL WHETHER OR NOT THIS FITNESS REPORT IS SHOWN TO THE PERSON BEING RATED

SECTION I

LEAVE BLANK - FOR HEADQUARTERS USE ONLY

1. NAME OF RATER (Last) Joseph B. Smith		2. DATE OF BIRTH 16 June 1921	3. SEX M	4. SERVICE DESIGNATION KUGAGH SP:OP
5. GRADE GS-12	6. STATION DESIGNATION (Current) SINGAPORE			
7. DUE DATE OF THIS REPORT	8. PERIOD COVERED BY THIS REPORT (Inclusive dates) 31 March 1954 - 1 May 1955			

SECTION II (To be completed by field supervisor)

1. CURRENT POSITION Senior Kugage Officer, Singapore	2. DATE ASSUMED RESPONSIBILITY FOR POSITION 31 March 1954
3. STATE THE SPECIFIC ASSIGNMENTS OF TASKS WHICH ARE TYPICAL OF THOSE GIVEN TO THE EMPLOYEE DURING THE PAST THREE TO SIX MONTHS (List in order of frequency)	

1. Conduct of liaison with SMOTH FE Headquarters on KUGAGE matters relating to FE.
2. Conduct of covert KUGAGH projects, Talovax, Temperament, and Tenacious.
3. Initiation through Project Temperament of covert themes targeted at other SEA countries.
4. Development of additional covert operational activity and agents.
5. Development of one specific joint operation with SMOTH targeted at SEA.
6. Coordination of DTPILLAR-SMOTH local liaison.
7. Development of plans for other joint operations with SMOTH targeted at various FE countries.
8. Contact with QKWAYSEED-PBGRUMBLE.

SECTION III (To be completed at headquarters only)

DO NOT COMPLETE - FOR HEADQUARTERS USE ONLY

AUTHENTICATION OF REPORT AND SIGNATURES	
1. NAME OF RATER (Last) Robert J. Jantzen	2. NAME OF REVIEWING OFFICIAL IN FIELD (True) Robert J. Jantzen
3. THIS REPORT WAS <input checked="" type="checkbox"/> WAS NOT SIGNED TO THE INDIVIDUAL BEING RATED.	
4. DATE REPORT REVIEWED Aug. 1955	5. NAME AND SIGNATURE OF ADMINISTRATIVE OR PERSONNEL OFFICER AT HEADQUARTERS AUTHORIZED TO AUTHENTICATE REPORT AND SIGNATURES V. C. Goodell <i>V. C. Goodell</i>

DO NOT COMPLETE - FOR HEADQUARTERS USE ONLY

SECRET
(When Filled In)

SECTION IV

This section is provided as an aid in describing the individual. Your description is not favorable or unfavorable in itself but acquires its meaning in relation to a particular job or assignment. The descriptive words are to be interpreted literally.

On the left hand side of the page below are a series of statements that apply in some degree to most people. On the right hand side of the page are four major categories of descriptions. The scale within each category is divided into three small blocks; this is to allow you to make finer distinctions if you so desire. Look at the statement on the left - then check the category on the right which best tells how much the statement applies to the person you are rating. Placing an "X" in the "Not Observed" column means you have no opinion on whether a phrase applies to an individual. Placing an "X" in the "Does Not Apply" column means that you have the definite opinion that the description is not at all suited to the individual.

STATEMENTS		CATEGORIES					
		NOT OB- SERVED	DOES NOT APPLY	APPLIES TO A LIMITED DEGREE	APPLIES TO A REASONABLE DEGREE	APPLIES TO AN ABOVE AVERAGE DEGREE	APPLIES TO AN OUTSTANDING DEGREE
A. ABLE TO SEE ANOTHER'S POINT OF VIEW.	SAMPLES			X			
B. PRACTICAL.						X	
1. A GOOD REPORTER OF EVENTS.						X	
2. CAN MAKE DECISIONS ON HIS OWN WHEN NEED ARISES.						X	
3. CAUTIOUS IN ACTION.						X	
4. HAS INITIATIVE.							X
5. UNEMOTIONAL.						X	
6. ANALYTIC IN HIS THINKING.							X
7. CONSTANTLY STRIVING FOR NEW KNOWLEDGE AND IDEAS.							X
8. GETS ALONG WITH PEOPLE AT ALL SOCIAL LEVELS.						X	
9. HAS SENSE OF HUMOR.						X	
10. KNOWS WHEN TO SEEK ASSISTANCE.						X	
11. CALM.						X	
12. CAN GET ALONG WITH PEOPLE.						X	
13. MEMORY FOR FACTS.							X
14. GETS THINGS DONE.						X	
15. KEEPS ORIENTED TOWARD LONG- TERM GOALS.						X	
16. CAN COPE WITH EMERGENCIES.						X	
17. HAS HIGH STANDARDS OF ACCOMPLISHMENT.						X	
18. HAS STAMINA; CAN KEEP GOING A LONG TIME.						X	
19. HAS WIDE RANGE OF INFORMATION.						X	
20. SHOWS ORIGINALITY.						X	
21. ACCEPTS RESPONSIBILITIES.						X	
22. ADMITS HIS ERRORS.						X	
23. DEFENDS WELL TO SUPERVISION.						X	
24. EVEN DISPOSITION.						X	
25. NEEDS TO DO HIS JOB WITHOUT STRESS, SUPPORT.						X	

SECRET

SECRET

SECRET

(When Filled In)

C. INDICATE IF YOU THINK THAT ANY SINGLE STRENGTH OR WEAKNESS OUTWEIGHS ALL OTHER CONSIDERATIONS:
no.

D. DO YOU FEEL THAT HE REQUIRES CLOSE SUPERVISION? ☒ NO ☐ YES. IF YES, WHY?

E. WHAT TRAINING DO YOU RECOMMEND FOR THIS INDIVIDUAL?
none. Experience in the field is what is needed.

F. OTHER COMMENTS (Indicate here general traits, specific habits or characteristics not covered elsewhere in the report but which have a bearing on effective utilization of this person):
none.

SECTION VI

Read all descriptions before rating. Place "X" in the most appropriate box under subsections A, B, C, & D.

A. DIRECTIONS: Consider only the skill with which the person has performed the duties of his job and rate him accordingly.

- ☐ 1. DOES NOT PERFORM DUTIES ADEQUATELY; HE IS INCOMPETENT.
- ☐ 2. BARELY ADEQUATE IN PERFORMANCE; ALTHOUGH HE HAS HAD SPECIFIC GUIDANCE OR TRAINING, HE OFTEN FAILS TO CARRY OUT RESPONSIBILITIES COMPETENTLY.
- ☐ 3. PERFORMS MOST OF HIS DUTIES ACCEPTABLY; OCCASIONALLY REVEALS SOME AREA OF WEAKNESS.
- ☐ 4. PERFORMS DUTIES IN A TYPICALLY COMPETENT, EFFECTIVE MANNER.
- ☒ 5. A FINE PERFORMANCE; CARRIES OUT MANY OF HIS RESPONSIBILITIES EXCEPTIONALLY WELL.
- ☐ 6. PERFORMS HIS DUTIES IN SUCH AN OUTSTANDING MANNER THAT HE IS EQUALLED BY FEW OTHER PERSONS KNOWN TO THE RATER.

IS THIS INDIVIDUAL BETTER QUALIFIED FOR WORK IN SOME OTHER AREA? ☐ NO ☐ YES. IF YES, WHAT?

C. DIRECTIONS: Based upon what he has said, his actions, and any other indications, give your opinion of this person's attitude toward the organization.

- ☐ 1. HAS AN ANTAGONISTIC ATTITUDE TOWARD THE AGENCY. WILL DEFINITELY LEAVE THE ORGANIZATION AT THE FIRST OPPORTUNITY.
- ☐ 2. HAS STRONG NEGATIVE ATTITUDE TOWARD ORGANIZATION. IRKED BY RESTRICTIONS. REGARDS AGENCY AS A TEMPORARY STOP UNTIL HE CAN GET SOMETHING BETTER.
- ☐ 3. TENDS TO HAVE AN UNFAVORABLE ATTITUDE TOWARD THE ORGANIZATION. BOTHERED BY MINOR FRUSTRATIONS. WILL QUIT IF THESE CONTINUE.
- ☐ 4. HIS ATTITUDE TOWARD THE ORGANIZATION IS INDIFFERENT. HAS "WAIT AND SEE" ATTITUDE. WOULD LEAVE IF SOMEONE OFFERED HIM SOMETHING BETTER.
- ☐ 5. TENDS TO HAVE FAVORABLE ATTITUDE TOWARD ORGANIZATION. MAKES ALLOWANCES FOR RESTRICTIONS IMPOSED BY WORKING FOR ORGANIZATION. THINKS IN TERMS OF A CAREER IN THE ORGANIZATION.
- ☒ 6. DEFINITELY HAS FAVORABLE ATTITUDE TOWARD THE ORGANIZATION. BARRING AN UNEXPECTED OUTSIDE OPPORTUNITY, WILL PROBABLY ENDEAVOR TO MAKE A CAREER IN THE ORGANIZATION.
- ☐ 7. HAS AN ENTHUSIASTIC ATTITUDE TOWARD THE ORGANIZATION. WILL PROBABLY NEVER CONSIDER WORKING ANY PLACE BUT IN THE ORGANIZATION.

B. DIRECTIONS: Considering others of this person's grade and type of assignment, how would you rate him on potentiality for assumption of greater responsibilities normally indicated by promotion.

- ☐ 1. HAS REACHED THE HIGHEST GRADE LEVEL AT WHICH SATISFACTORY PERFORMANCE CAN BE EXPECTED.
- ☐ 2. IS MAKING PROGRESS, BUT NEEDS MORE TIME IN PRESENT GRADE BEFORE PROMOTION TO A HIGHER GRADE CAN BE RECOMMENDED.
- ☐ 3. IS READY TO TAKE ON RESPONSIBILITIES OF THE NEXT HIGHER GRADE, BUT MAY NEED TRAINING IN SOME AREAS.
- ☐ 4. WILL PROBABLY ADJUST QUICKLY TO THE MORE RESPONSIBLE DUTIES OF THE NEXT HIGHER GRADE.
- ☒ 5. IS ALREADY PERFORMING AT THE LEVEL OF THE NEXT HIGHER GRADE.
- ☐ 6. AN EXCEPTIONAL PERSON WHO IS ONE OF THE FEW WHO SHOULD BE CONSIDERED FOR RAPID ADVANCEMENT.

D. DIRECTIONS: Consider everything you know about this person in making your rating. Skill in job duties, conduct on the job, personal characteristics or habits, and special defects or talents.

- ☐ 1. DEFINITELY UNSUITABLE. HE SHOULD BE SEPARATED.
- ☐ 2. OF DOUBTFUL SUITABILITY. WOULD NOT HAVE ACCEPTED HIM IF I HAD KNOWN WHAT I KNOW NOW.
- ☐ 3. A BARELY ACCEPTABLE EMPLOYEE. DEFINITELY BELOW AVERAGE BUT WITH NO WEAKNESSES SUFFICIENTLY OUTSTANDING TO WARRANT HIS SEPARATION.
- ☐ 4. A TYPICAL EMPLOYEE. HE DISPLAYS THE SAME SUITABILITY AS MOST OF THE PEOPLE I KNOW IN THE ORGANIZATION.
- ☐ 5. A FINE EMPLOYEE. HAS SOME OUTSTANDING STRENGTHS.
- ☒ 6. AN UNUSUALLY STRONG PERSON IN TERMS OF THE REQUIREMENTS OF THE ORGANIZATION.
- ☐ 7. FACILELY BY ONLY A FEW IN SUITABILITY FOR WORK IN THE ORGANIZATION.

SECRET

SECRET
SECURITY INFORMATION

PERSONNEL EVALUATION REPORT

Items 1 through 6 will be completed by Administrative or Personnel Officer

1. NAME (LAST) SMITH	(FIRST) Joseph	(MIDDLE) S.	2. GRADE GS 11	3. POSITION-TITLE Ops Off
4. OFFICE DDP	STAFF OR DIVISION FE	BRANCH FI	<input checked="" type="checkbox"/> DEPT'L. <input type="checkbox"/> FIELD	IF FIELD, SPECIFY STATION
5. PERIOD COVERED BY REPORT From _____ To _____		6. TYPE OF REPORT <input type="checkbox"/> Initial <input type="checkbox"/> Annual <input type="checkbox"/> Special <input type="checkbox"/> Reassignment <input type="checkbox"/> Reassignment of Supervisor		

Items 7 through 10 will be completed by the person evaluated

7. LIST YOUR MAJOR DUTIES IN APPROXIMATE ORDER OF IMPORTANCE, WITH A BRIEF DESCRIPTION OF EACH. OMIT MINOR DUTIES.

1. Exercise staff supervision over and assist Branch FP officers in the conduct of operations.
2. Advise my chief on the problems and developments in the conduct of Branch FP operations.
3. Conduct liaison with elements of DD/P Senior Staffs.
4. Plan and coordinate division-wide and division participation in world-wide FP operations.

8. LIST COURSES OF INSTRUCTION COMPLETED DURING REPORT PERIOD.

Name of Course	Location	Length of Course	Date Completed
Basic Psychological Warfare Seminar		4 months	May 1952
Advanced Psychological Warfare Seminar		6 months	Nov 1952

9. IN WHAT TYPE OF WORK ARE YOU PRIMARILY INTERESTED?

Psychological and political warfare operations.

IF DIFFERENT FROM YOUR PRESENT JOB, EXPLAIN YOUR QUALIFICATIONS (APTITUDE, KNOWLEDGE, SKILLS).

10.

11 Sept 1953
DATE

Joseph B. Smith
SIGNATURE

Items 11 through 13 will be completed by Supervisor

11. BRIEFLY DESCRIBE THIS PERSON'S PERFORMANCE ON THE MAJOR DUTIES LISTED UNDER ITEM 7 ABOVE.

- a. Has done a superior job in selling himself and his ideas to his seniors as well as subordinates both within and outside the FE Division.
- b. Should be recognized for his creative thinking and outside studies on his own time in support of this assignment.

SECRET
SECURITY INFORMATION

12. IN WHAT RESPECT IS THIS PERSON'S PERFORMANCE ON PRESENT WORK MOST NOTICEABLY GOOD OR OUTSTANDING?
See Para. 11 (b) and realistic application of covert techniques.
13. ON WHAT ASPECT OF PERFORMANCE SHOULD THIS PERSON CONCENTRATE EFFORT FOR SELF IMPROVEMENT?
Should concentrate on more concise oral presentations.
14. COMMENT ON THIS PERSON'S ABILITY TO HANDLE GREATER RESPONSIBILITIES NOW OR IN THE FUTURE.
Capable of added responsibilities and with proper guidance and experience has almost unlimited capabilities.
15. ARE THERE OTHER DUTIES WHICH BETTER SUIT THIS PERSON'S QUALIFICATIONS? (Recommend appropriate reassignment, if possible.)
No.
16. WHAT TRAINING OR ROTATION DO YOU RECOMMEND FOR THIS PERSON?
Due for complete training prior to field assignment in January 1954.
17. IF PERFORMANCE DURING REPORT PERIOD HAS BEEN UNSATISFACTORY, THERE IS ATTACHED COPY OF MEMORANDUM NOTIFYING THIS PERSON OF UNSATISFACTORY PERFORMANCE.
NA
18. THIS PERSONNEL EVALUATION REPORT HAS BEEN DISCUSSED WITH THE PERSON EVALUATED. ADDITIONAL COMMENTS INCLUDING COMMENT ON ITEMS 7, 8 AND 9, ARE SHOWN BELOW UNDER ITEM 20.
21 Dec 1953 DATE
William H. DeLoach SIGNATURE OF SUPERVISOR
9. I HAVE REVIEWED THE ABOVE REPORT. (Comments, if any, are shown in item 20.)
28 Dec 53 DATE
George A. [unclear] SIGNATURE OF REVIEWING OFFICIAL
20. COMMENTS: (If necessary, may be continued on reverse side of cover sheet.)

SECRET

SECRET
SECURITY INFORMATION

PERSONNEL EVALUATION REPORT

Items 1 through 6 will be completed by Administrative or Personnel Officer

1. NAME (Last)	(First)	(Middle)	2. GRADE	3. POSITION TITLE	
Smith	Joseph	Burkholder	GS-12	Cps Officer (PW)	20-PP
4. OFFICE	STAFF OR DIVISION	BRANCH	FE/PP	<input checked="" type="checkbox"/> DEPT'L.	IF FIELD, SPECIFY STATION
DDP	FE	Police		<input type="checkbox"/> FIELD	
5. PERIOD COVERED BY REPORT		6. TYPE OF REPORT			
From To		<input type="checkbox"/> Initial <input checked="" type="checkbox"/> Annual <input type="checkbox"/> Special			
2-17-53 9-17-53		<input type="checkbox"/> Reassignment <input type="checkbox"/> Reassignment of Supervisor			

Items 7 through 10 will be completed by the person evaluated

7. LIST YOUR MAJOR DUTIES IN APPROXIMATE ORDER OF IMPORTANCE, WITH A BRIEF DESCRIPTION OF EACH. OMIT MINOR DUTIES.

See period 2-17-52 to 2-17-53 report - No Change

8. LIST COURSES OF INSTRUCTION COMPLETED DURING REPORT PERIOD.

Name of Course	Location	Length of Course	Date Completed

9. IN WHAT TYPE OF WORK ARE YOU PRIMARILY INTERESTED?

IF DIFFERENT FROM YOUR PRESENT JOB, EXPLAIN YOUR QUALIFICATIONS (APTITUDE, KNOWLEDGE, SKILLS).

10.

DATE

SIGNATURE

Items 11 through 14 will be completed by Supervisor

11. BRIEFLY DESCRIBE THIS PERSON'S PERFORMANCE ON THE MAJOR DUTIES LISTED UNDER ITEM 7 ABOVE.

SECRET
SECURITY INFORMATION

PERSONNEL EVALUATION REPORT

Items 1 through 6 will be completed by Administrative or Personnel Officer

1. NAME (Last) SMITH	(First) Joseph	(Middle) B.	2. GRADE GS 11	3. POSITION TITLE Ops Off	CD-3
4. OFFICE DLP	STAFF OR DIVISION FE	BRANCH PF	<input checked="" type="checkbox"/> DEPT'L. <input type="checkbox"/> FIELD	IF FIELD, SPECIFY STATION	
5. PERIOD COVERED BY REPORT From _____ To _____		6. TYPE OF REPORT <input type="checkbox"/> Initial <input type="checkbox"/> Annual <input type="checkbox"/> Special <input type="checkbox"/> Reassignment <input type="checkbox"/> Reassignment of Supervisor			

Items 7 through 10 will be completed by the person evaluated

7. LIST YOUR MAJOR DUTIES IN APPROXIMATE ORDER OF IMPORTANCE, WITH A BRIEF DESCRIPTION OF EACH. OMIT MINOR DUTIES.

1. Exercise staff supervision over and assist Branch PF officers in the conduct of operations.
2. Advice by chief on the problems and developments in the conduct of Branch PF operations.
3. Conduct liaison with elements of DD/P Senior Staffs.
4. Plan and coordinate division-wide and division participation in world-wide PF operations.

8. LIST COURSES OF INSTRUCTION COMPLETED DURING REPORT PERIOD.

Name of Course	Location	Length of Course	Date Completed
Basic Psychological Warfare Seminar		4 months	May 1952
Advanced Psychological Warfare Seminar		6 months	Nov 1952

9. IN WHAT TYPE OF WORK ARE YOU PRIMARILY INTERESTED?

Psychological and political warfare operations.

IF DIFFERENT FROM YOUR PRESENT JOB, EXPLAIN YOUR QUALIFICATIONS (APTITUDE, KNOWLEDGE, SKILLS).

DATE	SIGNATURE
------	-----------

Items 11 through 13 will be completed by Supervisor

11. BRIEFLY DESCRIBE THIS PERSON'S PERFORMANCE ON THE MAJOR DUTIES LISTED UNDER ITEM 7 ABOVE.

a. Has done a superior job in selling himself and his ideas to his seniors as well as subordinates both within and outside the PF Division.

b. Should be recognized for his creative thinking and outside studies on his own time in support of this assignment.

SECRET
SECURITY INFORMATION

12. IN WHAT RESPECT IS THIS PERSON'S PERFORMANCE ON PRESENT JOB OFFICIAL FILE PAR RD NOT OUTSTANDING? See Para. 11 (b) and realistic application of covert techniques.	
13. ON WHAT ASPECT OF PERFORMANCE SHOULD THIS PERSON CONCENTRATE EFFORT FOR SELF IMPROVEMENT? Should concentrate on more concise oral presentations. FILED SECTION	
14. COMMENT ON THIS PERSON'S ABILITY TO HANDLE GREATER RESPONSIBILITIES NOW OR IN THE FUTURE. Capable of added responsibilities and with proper guidance and experience has almost unlimited capabilities.	
15. ARE THERE OTHER DUTIES WHICH BETTER SUIT THIS PERSON'S QUALIFICATIONS? Recommend appropriate reassignment, if possible. No.	
16. WHAT TRAINING OR ROTATION DO YOU RECOMMEND FOR THIS PERSON? Due for complete training prior to field assignment in January 1954.	
17. IF PERFORMANCE DURING REPORT PERIOD HAS BEEN UNSATISFACTORY, THERE IS ATTACHED COPY OF MEMORANDUM NOTIFYING THIS PERSON OF UNSATISFACTORY PERFORMANCE. RA	
18. THIS PERSONNEL EVALUATION REPORT HAS BEEN DISCUSSED WITH THE PERSON EVALUATED. ADDITIONAL COMMENTS INCLUDING COMMENT ON ITEMS 1, 8 AND 9, ARE SHOWN BELOW UNDER ITEM 20.	
DATE _____	SIGNATURE OF SUPERVISOR _____
19. I HAVE REVIEWED THE ABOVE REPORT. (Comments, if any, are shown in item 20.)	
DATE _____	SIGNATURE OF REVIEWING OFFICIAL _____
20. COMMENTS: (If necessary, may be continued on reverse side of cover sheet.)	

SECRET

SECRET

TRAINING EVALUATION

OPERATIONS

IMPORTANT: The official to whom this report is entrusted is personally responsible for it. He may show it to other members of his staff or to the student concerned if such action is considered necessary and advisable.

This report summarizes the test results. Observations and opinions of the various instructors for the course listed only. More complete data are available in the files of the office of Training & Evaluation. Any questions as regards the evaluation of this student should be referred to the Chief, Training and Evaluation, TR(C).

NAME OF STUDENT (LAST)	(FIRST)	(MIDDLE) NAME

NAME OF STUDENT (LAST)	(FIRST)	(MIDDLE)	AGE	GRADE (GS OR NNN)	DATE OF REPORT
SMITH,	Joseph	B.	32	GS-12	13 November 1953
DIVISION	PROJECTED ASSIGNMENT			EACH	
SA PERSONNEL	VP/PL				

SA PERFORMANCE RECORD

THE FOLLOWING GRADES SHOW THE ACHIEVEMENT OF THE STUDENT IN THE MAJOR ELEMENTS OF THE COURSE. TWO GRADES ARE ASSIGNED IN EACH AREA, ONE FOR COMPREHENSION AND ONE FOR IMPLEMENTATION. A SPECIFIC DEFINITION OF EACH OF THESE TERMS, AS WELL AS OF THE ADJECTIVAL RATINGS EMPLOYED, IS GIVEN ON THE BACK OF THIS EVALUATION FORM.

MAJOR ELEMENTS		ADJECTIVAL RATINGS									
		FAILURE		POOR		SATISFACTORY		EXCELLENT		SUPERIOR	
		COMP.	IMP.	COMP.	IMP.	COMP.	IMP.	COMP.	IMP.	COMP.	IMP.
1.	Organization or Clandestine Operations										
2.	Cover										
3.	Communications							X	X		
4.	Target Analysis								X	X	
5.	Criteria For Agent Selection								X	X	
6.	Agent Recruitment								X	X	
7.	Agent Handling								X	X	
8.	Agent Direction								X	X	
9.	Assessment and Reassessment									X	X
10.	Special Operational Problems									X	X
THREAT RECORD										X	X
THE FOLLOWING INDICATES THE MAJOR											

THE FOLLOWING INDICATES THE VARIOUS TRAITS AS OBSERVED BY THE INSTRUCTORS DURING THE TRAINING PERIOD. THE OBSERVATIONS INCLUDE THE STUDENT'S PARTICIPATION AND CONDUCT IN TRAINING AS WELL AS HIS REACTIONS TO VARIOUS PROBLEMS AND SITUATIONS.

A. Constructive Imagination: NOT OBSERVED

1	2
Should not construct the imagination or imagination in approach to problems.	Should only have a very limited degree of constructive imagination.

9
Shows sufficient
constructive in-
agination to meet
most school situa-
tions adequately.

4
demonstrated the
proficiency of cre-
ative ability to
greater than aver-
age degree.

3
Outstandingly creative,
inventive,
or original.

D. Astuteness NOT OBSERVED ☐

Approved _____
and dated _____

2
Exhibited below
Average shepherds
and discharges

9
Displayed adequate
judgment and per-
spective.

4.
Displayed above
average perspi-
cacity and shop-
ticism.

displayed excep-
tional shrewdness
and perspicacity.

C. Industry NOT OBSERVED ☐

did not show sufficient application of time and

2
Applied only the
minimum amount of
time and effort
necessary.

9
showed adequate
compliance as re
gards time and
effort necessary.

volunteered great
time and effort
there is normally
expected in this
course.

3
was unhesitatingly in-
dustrious, giving
generosity of time
and effort.

D. Initiative to get coverage ☐

consistently failed
to act without
being specifically
instructed to do so

2
Generally exhibits
a low level of con-
fidence but oc-
asionally noted

3
Harmless to the
to implement the
without external
operation.

Usually displays
enthusiasm and ag-
gressiveness in
reviving our pro-

3

5

Displayed unusual
energy, unstable

[illegible]

E. Ability to Write (NOT OBSERVED ☐)

1	2	3	4	5
Unable to express thoughts in written form.	Was weak in expressing thoughts clearly in written form.	Written work showed no significant weakness.	Good good ability to express thoughts in written form.	Was outstanding in ability to express ideas in clear, correct, coherent manner.

F. Facility of oral expression (NOT OBSERVED ☐)

1	2	3	4	5
Unable to express self clearly. Presented ideas in groping and incoherent fashion.	Lacked fluency or ease in his speech, but meaning usually clear.	Displayed reasonable facility in oral expression.	Spoke confidently, conveying ideas clearly and readily.	Outstanding in fluency and clarity of oral expression.

G. Ability to Get Along With Associates. (NOT OBSERVED ☐)

1	2	3	4	5
Frequently alienated his associates.	Failed to win social acceptance but did not actively antagonize others.	Reasonably effective in his social relations.	Displayed definite ability to achieve harmonious relationships with his associates.	Unusually effective in his ability to win acceptance from others.

H. Ability to Influence His Associates. (NOT OBSERVED ☐)

1	2	3	4	5
Withdrawn from group activities, not influencing and actions of others.	Normally, attracted attention, but not actively influencing.	Was fairly successful in settling a point or himself.	Was excellent at settling a point or himself.	Was outstanding in respect and attention through his personality and thinking.

I. Tact (NOT OBSERVED ☐)

1	2	3	4	5
Harshly blunt and indiscreet.	Frequently said or did something which induced an unfavorable reaction.	Reasonably discreet and tactful.	Has good discernment for the appropriate thing to say or do.	Consistently demonstrated keen perception for fitting speech or conduct.

J. Adaptation to Training (NOT OBSERVED ☐)

1	2	3	4	5
Displayed no interest or enthusiasm for training and failed to adapt himself to the demands made upon him.	Accepted training program reluctantly and had difficulty adapting himself to the training results.	Displayed average interest in and acceptance of training.	Displayed an excellent acceptance of training and readily adapted to demands made upon him.	Outstanding in his acceptance of training and display of enthusiasm and interest.

Subject was outstanding in his performance and especially so in his ability to adjust to training. He met and exceeded all normal requirements. His superior thinking ability allows him to cover most of the ground on all pertinent points rapidly and it is only through deliberate self-control that he slows down sufficiently to make an easily understandable oral presentation.

His imaginative analytical ability make him a natural for directing clandestine activity. His professional background would make him very worthwhile for consideration by the Office of Training upon completion of his contemplated tour of duty in the field.

APPROVED		SIGNATURE OF CHIEF INSTRUCTOR	
SIGNATURE OF DEPUTY FOR STAFF TRAINING		REVIEWED	
		SIGNATURE OF CHIEF, TRAINING AND EVALUATION	

S-E-C-R-E-T
Security Information

SUBJECT: Training Evaluation
Communist Party Operations Course, Advanced Training Division

Student's Name SMITH, Joseph B. Course No. 19
Division and Branch FE-5/PP Grade GS-12 Age 32

The Communist Party Operations Course is a specialized two-weeks' course designed to provide adequate background and understanding of the World Communist Movement, and to increase the effectiveness of staff personnel charged with the planning and conduct of operations against these movements. The emphasis is on essentials, the generally valid aspects of Party policy, tactics, administration, organization, and action.

A combination of lectures, seminars, and written assignments is utilized, and the evaluation is based on the observation of the instructional staff. The supervisor is cautioned that this evaluation should be considered subjective in nature and applies only to the two weeks' period of the course. In those cases where no comment is given for one phase or activity, it does not imply that the student is deficient but only that the instructors do not feel that they have sufficient basis upon which to place a meaningful evaluation.

1. Student Performance in the Classroom:

Mature comprehension of the World Communist Movement and the varied aspects of its theory and practice. A developed feeling for current relationships between "national" Communist Parties' practices and the World Communist Movement, including its organization, strategy, tactics, and operations.

Superior comprehension -- in his area of assignment he was especially effective in his grasp of CP operations and tactics.

2. Willingness to Share Own Experiences or Thinking

Freely expressed ideas when appropriate to the subject.

3. Ease of assimilation in the group - pleasant, cooperative relationship:

Pleasant but reserved.

S-E-C-R-E-T

S-E-C-R-E-T
Security Information

4. Cooperation with the staff in presenting pertinent suggestions as to future material for the course with the purpose of the improvement of same.

Appreciative of the course; suggested valuable background material for incorporation in certain subjects.

5. Efficient use of study periods and after hours to read materials contained in student folders, including materials assigned for home study with the resulting reflection in class participation:

Used all available time and materials for study during and after class.

6. Class attendance and compliance with training and security regulations:

Punctual and security conscious.

Instructors' over-all comment where appropriate.

Eric J. Vesely
Chief Instructor, CEF

Date 22 December 1953

S-E-C-R-E-T

1 December 1952

1. Name: Joseph Smith
2. Grade: GS-11
3. Position: _____
4. Period for which report is made: _____
5. Nature of his assignment: _____
- Time in Grade: 9 months

Education: _____

Previous Experiences: _____

	Unsatisfactory	Fair	Good	Very Good	Excellent	Outstanding
His efficiency in carrying out this assignment						✓
Degree to which he extended himself in fulfilling his assigned duties						✓
His ability to get along with his associates					✓	
His ability to get along with subordinates						N.H.
The conduct of his social and personal life insofar as it affected the performance of his duties					✓	
His ability to carry out his duties in the face of discouragement and frustration						
His personal initiative and his loyalty to the agency or office						✓
His attitude toward superior and staff by the agency					✓	
Emotional stability under stress and strain						N.H.
Degree to which he shows initiative					✓	
Ability to work without supervision						✓

6. Other Comments: N.H.

William C. Ketch
Supervisor

I agree with the evaluation of the supervisor except for the following:

William C. Ketch
Chief of Staff

SECRET

**ELECTION, DECLINATION, OR WAIVER
OF LIFE INSURANCE COVERAGE**
FEDERAL EMPLOYEES GROUP LIFE INSURANCE PROGRAM

**IMPORTANT
AGENCY INSTRUCTIONS
ON BACK OF ORIGINAL**

TO COMPLETE THIS FORM—

1 FOLLOW THESE GENERAL INSTRUCTIONS:

- Read the back of the "Duplicate" carefully before you fill in the form.
- Fill in BOTH COPIES of the form. Type or use ink.
- Do not detach any part.

2 FILL IN THE IDENTIFYING INFORMATION BELOW (please print or type):

NAME (last)	(first)	(middle)	DATE OF BIRTH (month, day, year)	SOCIAL SECURITY NUMBER		
SMITH	Joseph	Burkholder	Sept 16 - 1921	714	18	4732
EMPLOYING DEPARTMENT OR AGENCY			LOCATION (City, State, ZIP Code)			

3 MARK AN "X" IN ONE OF THE BOXES BELOW (do NOT mark more than one):

Mark here
if you
WANT BOTH
optional and
regular
insurance

☐
(A)

ELECTION OF OPTIONAL (IN ADDITION TO REGULAR) INSURANCE

I elect the \$10,000 additional optional insurance and authorize the required deductions from my salary, compensation, or annuity to pay the full cost of the optional insurance. This optional insurance is in addition to my regular insurance.

Mark here
if you
DO NOT WANT
OPTIONAL but
do want
regular
insurance

☒
(B)

DECLINATION OF OPTIONAL (BUT NOT REGULAR) INSURANCE

I decline the \$10,000 additional optional insurance. I understand that I cannot elect optional insurance until at least 1 year after the effective date of this declination and unless at the time I apply for it I am under age 50 and present satisfactory medical evidence of insurability. I understand also that my regular insurance is not affected by this declination of additional optional insurance.

Mark here
if you
WANT NEITHER
regular nor
optional
insurance

☐
(C)

WAIVER OF LIFE INSURANCE COVERAGE

I desire not to be insured and I waive coverage under the Federal Employees Group Life Insurance Program. I understand that I cannot cancel this waiver and obtain regular insurance until at least 1 year after the effective date of this waiver and unless at the time I apply for insurance I am under age 50 and present satisfactory medical evidence of insurability. I understand also that I cannot now or later have the \$10,000 additional optional insurance unless I have the regular insurance.

**4 SIGN AND DATE. IF YOU MARKED BOX "A" OR "C",
COMPLETE THE "STATISTICAL STUB," THEN RETURN
THE ENTIRE FORM TO YOUR EMPLOYING OFFICE.**

SIGNATURE (do not print)

DATE

Joseph B. Smith
10/4/68

FOR EMPLOYING OFFICE USE ONLY

(official receiving date stamp)

RECEIVED
FEB 20 11 23 AM '68
OFFICE OF PERSONNEL

SECRET

See Table of Effective Dates on back of Original

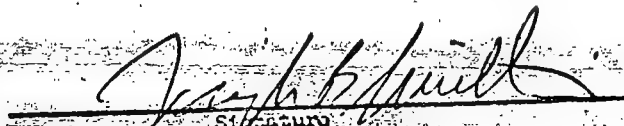
ORIGINAL COPY—Retain in Official Personnel Folder

STANDARD FORM No. 176-7
(Rev. 1-5-53)
(For use only until April 14, 1953)
176-101

CONFIDENTIAL
(When Filled In)

MEMORANDUM OF UNDERSTANDING

I hereby acknowledge that I have read and understand the contents of Handbook 20-4, Employee Conduct, dated 9 July 1970, and the information brochure for PCS returnees, dated May 1964.


Signature
Joseph B. Smith


Date

CONFIDENTIAL
(When Filled In)

MEMORANDUM OF UNDERSTANDING

SECRET

FIELD REASSIGNMENT QUESTIONNAIRE				
DO NOT COMPLETE		FOR HEADQUARTERS USE ONLY		
1. NAME OF EMPLOYEE (use pseudo only if SA)		2. DATE (from item S-1)		3. NAME OF SUPERVISOR (true)
Joseph B. Smith		21 Oct. 1970		John R. Horton
4. DATE RECEIVED AT HEADQUARTERS:		5. DISPATCH NUMBER:		6. DATE RECEIVED BY CAREER SERVICE:
29 Oct. 1970		HMMT -10581		
TO BE COMPLETED BY EMPLOYEE				
1. DATE OF BIRTH	2. SERVICE DESIGN	3. YOUR CURRENT POSITION, TITLE AND GRADE	4. STATION OR BASE	5. CRYPT FOR CURRENT COVER
16 June 1921	D	C/CA, Mexico City 14	Mexico City	LNGOLD
6A. DATE OF PCS ARRIVAL IN FIELD	6B. REQUESTED DATE OF DEPARTURE	6C. EXPECTED DATE OF FIRST CHECK-IN AT HQ	6D. DESIRED DATE TO REPORT TO DUTY AFTER LEAVE	
21 June 1969				
7. NUMBER AND AGES OF DEPENDENTS WHO WILL TRAVEL WITH YOU:				
Three: wife 47, daughter 19, son 11				
8. PERSONAL CIRCUMSTANCES THAT SHOULD BE CONSIDERED IN DETERMINING NEXT ASSIGNMENT:				
<p>LIST YOUR MAJOR DUTIES DURING CURRENT TOUR (see special note on transmittal form). (also attach personal cover questionnaire in accordance with CSI-P 240-B)</p> <p>Supervise one case officer, one career agent and one secretary in planning and conducting Station CA activities and intelligence collection activities on Mexican government</p> <p>Support and conduct operations against other priority Station targets</p>				
9. TRAINING DESIRED:				
INDICATE WHAT TRAINING YOU BELIEVE YOU SHOULD HAVE DURING THE NEXT SEVERAL YEARS				
None				

SECRET

11. PREFERENCE FOR NEXT ASSIGNMENT:

11A. DESCRIBE BRIEFLY THE TYPE OF WORK YOU WOULD PREFER FOR NEXT ASSIGNMENT IF DIFFERENT FROM THAT INDICATED IN ITEM NO. 9 ABOVE. IF YOU HAVE MORE THAN ONE PREFERENCE, INDICATE YOUR CHOICE.

I prefer to continue in my present assignment.

11B. INDICATE IF YOU DESIRE TO EXTEND YOUR CURRENT TOUR BY CHECKING IN APPROPRIATE BOX. ALSO INDICATE PREFERENCE FOR NEXT REGULAR ASSIGNMENT BY INSERTING 1, 2, & 3 (for 1st, 2nd, and 3rd choice) IN REMAINING BOXES. COMPLETE ALL ALTERNATE CHOICES AND OPTIONS IN ALL CASES EVEN THOUGH YOU ARE REQUESTING AN EXTENSION OF YOUR TOUR.

- ☒ EXTEND TOUR 18 months MONTHS AT CURRENT STATION TO Jan 1973 (DATE)
- ☒ BE ASSIGNED TO HQ/RS FOR A TOUR OF DUTY: INDICATE YOUR CHOICE OF DIVISION, STATE OR OFFICE.
1ST CHOICE WH 2ND CHOICE DO 3RD CHOICE OK
- ☒ BE ASSIGNED TO ANOTHER FIELD STATION: INDICATE CHOICE OF GEOGRAPHIC AREA OR SPECIALIZATION
1ST CHOICE WH 2ND CHOICE EUR 3RD CHOICE EE
- ☐ RETURN TO MY CURRENT STATION

TO BE COMPLETED BY FIELD STATION

12. IN CONSIDERATION OF THE EXPERIENCE AND PERFORMANCE OF THE EMPLOYEE AND HIS PREFERENCE FOR NEXT ASSIGNMENT, INDICATE YOUR RECOMMENDATION FOR HIS NEXT ASSIGNMENT AND TRAINING:

Subject's wish to return here for another tour fits our ideas of what would be good for him and the Station. His function in the Station will continue and he performs it very well. Even should there be a readjustment in the amount of case officer time put into his field, there will still be enough—probably more than enough—for him to do. He does it very well. This recommendation would be modified if Subject were given an opportunity for a post which might give him a better chance for promotion, which he TO BE COMPLETED BY APPROPRIATE HEADQUARTERS OFFICE would like and which

13. IN CONSIDERATION OF THE EXPERIENCE AND PERFORMANCE OF THE EMPLOYEE, HIS PREFERENCE FOR NEXT ASSIGNMENT, AND THE STAFFING REQUIREMENTS OF YOUR COMPONENT, INDICATE YOUR COMPONENT'S RECOMMENDATION FOR HIS NEXT ASSIGNMENT AND TRAINING. he deserves.

Per ~~HR~~ 7052, Mr. Smith has been approved for home leave and return

to Mexico City for a second tour of duty.

DATE 23 Nov 70 TITLE C/WH/Personnel SIGNATURE Henry L. Barthold

FOR USE BY CAREER SERVICE

14. APPROVED ASSIGNMENT:

15. EMPLOYEE NOTIFIED BY DISPATCH NO. (See above) DATED:
CABLE NO. DATED:

CAREER SERVICE REPRESENTATIVE: DATE:

SECRET

SECRET
(When Filled In)

FILE

PUNCHED

BY RT

REPORT OF SERVICE ABROAD

TO: Office of Personnel, Transactions and Records Branch, Status Section

SERIAL NO.	NAME		
	LAST	FIRST	MIDDLE
1-8 007894	(Print) Smith	7-24 Joseph	B.

INSTRUCTIONS:

USE APPROPRIATE SPACE BELOW TO REPORT DATA FOR EITHER PCS OR TDY. INSERT APPROPRIATE CODE NUMBER IN "CODE" COLUMN TO DESIGNATE WHETHER SUBMISSION IS OF BASIC DATA, CORRECTION, OR CANCELLATION (One only). REPORT DATES BY USING THE NUMBER FOR THE MONTH, AND LAST TWO DIGITS ONLY FOR YEAR. REFER TO OFI NO. 98, REVISED.

PCS DATES OF SERVICE

ARRIVAL O/S			DEPARTURE O/S			TYPE OF DATA	O/P USE ONLY		COUNTRY	
MONTH	DAY	YEAR	MONTH	DAY	YEAR		CODE	ONLY		CODE
26-28	27-28	29-30	31-32	33-34	35-36	1 - PCS (Basic) 3 - CORRECTION 5 - CANCELLATION	37	38-39	Mexico	40-42
06	27	69					1			45

TDY DATES OF SERVICE

ARRIVAL O/S			DEPARTURE O/S			TYPE OF DATA	O/P USE ONLY		AREA(S)	
MONTH	DAY	YEAR	MONTH	DAY	YEAR		CODE	ONLY		CODE
25-26	27-28	29-30	31-32	33-34	35-36	2 - TDY (Basic) 4 - CORRECTION 6 - CANCELLATION	37	38-39		40-42

OFFICE OF PERSONNEL USE ONLY - PUNCH AREA

SOURCE DOCUMENT AND CERTIFICATION

TRAVEL VOUCHER	DISPATCH
CABLE	DUTY STATUS OR TIME AND ATTENDANCE REPORT
OTHER (Specify)	

DOCUMENT IDENTIFICATION NO.

1N 87612

DOCUMENT DATE/PERIOD

13 June 1969

REMARKS

PREPARED BY

PCS
C & I DIVISION, 2000
C & I DIVISION

RE-DATE INDICATED ON
CORRESPONDING DOCUMENT

DATE 11/24/69

ABOVE DATA CERTIFIED CORRECT, BASED UPON SOURCE
DOCUMENT CITED

SIGNATURE [Signature]

THIS REPORT WILL BE FILED IN THE OFFICE OF PERSONNEL
IN THE INDIVIDUAL'S OFFICIAL PERSONNEL FOLDER

SECRET

Supplement to Staff Employee Personnel

Action for Integration of Joseph B. Smith

Effective 21 May 1969

The purpose of this memorandum is to set forth existing policies of concern to you while integrated and to reiterate certain rights and obligations which derive from your true status as an appointed employee. It is hereby agreed and understood that:

1. As an employee of this organization, at the present grade and salary of GS-14 \$19,771.00 per annum, you will accept cover employment with another instrumentality of the Government (hereinafter referred to as "your cover facility") effective as of 21 May 1969. You will, insofar as consistent with your basic responsibility to this organization, abide by all the rules, regulations, practices and policies of your cover facility, in order to appear as a conventional member of that establishment. Your appointment to your cover facility is being effected as a PSA-4/7 at a salary of \$17,209.00 per annum. You are prohibited, except as specifically authorized herein, from retaining emoluments paid by your cover facility.
2. It is understood and agreed that the minimum period of your overseas tour of duty is governed by and coincident with the prescribed tour of duty of your cover organization. Currently, your prescribed tour consists of a period of two (2) years from the date of your arrival at your overseas post of duty. Your assignment may be terminated earlier for the convenience of this organization and the length of your tour of duty, as currently specified, may be unilaterally changed by this organization in order to conform with subsequent changes in the prescribed tour of your cover facility. If you request termination of your overseas assignment solely for your own convenience, unless it is for circumstances that are considered by this organization to be beyond your control or if you are terminated for cause under the regulations of this organization before you have completed the minimum period of service prescribed above from the date of arrival at your overseas post of duty, you will not be entitled to return travel or transportation for yourself or your dependents to the United States at Government expense. If you request termination of your overseas assignment solely for your own convenience, unless it is for circumstances that are considered by this organization to be beyond your control or if you are terminated for cause under the regulations of this organization before you have completed one (1) year of service from the date of your arrival at your overseas post of duty you will be required to reimburse the Government for all of its expenses for your travel and transportation, and that of your dependents, from the continental United States to such overseas post of duty.
3. Travel to your post of duty overseas and your return travel to the United States, as well as travel performed overseas which is consistent with your cover designation, will normally be at the direction of your cover facility. Such travel will be accomplished in conformance with applicable

FORM 1535 USE PREVIOUS EDITIONS

SECRET

(4-12)

SECRET

regulations of your cover facility except when you are directed for operational reasons to perform travel in accordance with the regulations of this organization.

4. Salary and allowances paid by your cover facility shall be retained by you to the extent that they do not exceed the salary and allowance payment due you on the basis of your grade level with this organization. If such cover payments are less than the amount due you, the difference will be paid to you by this organization. If such cover payments exceed the amount due you, the excess amounts will be remitted to this organization at intervals to be designated by the Office of Finance. Computations hereunder will be based on the aggregate gross amounts due and received. That portion of retirement contributions withheld by your cover facility which exceeds the retirement contributions applicable to your organization salary will be deducted from the gross amount of the overpayment. Upon integration, the payroll office of this organization will establish the date on which you would normally receive a regular step increase from your cover facility. Failure to report a grade promotion received from a cover facility does cause errors in processing regular step increases. Regular step increases, incorrectly processed in such manner, should be reported immediately to this organization. To eliminate this problem, any grade promotion received from a cover facility will be reported immediately by you to this organization's payroll office through channels showing both the old and the new rate and the effective date. All salary difference payments and adjustments will be reflected on earnings statements.

5. Your status as an employee of this organization will continue in full force and effect during your period of duty with your cover facility and you will continue to be entitled to all rights, benefits and emoluments of such status. Certain variations in procedure will be required, however, to preserve the security of your cover position.

a. Upon integrating into your cover facility you will continue to be covered by the particular retirement system in which you are a participant as an employee of this organization. Salary received from your cover facility and any salary differences payable by this organization will be subject to appropriate retirement contributions.

b. Appropriate Federal income tax withholdings shall be made from taxable income received from both your cover facility and this organization. Additionally, while serving in the United States, withholdings shall also be made for District of Columbia or State income tax, when applicable. You may claim reimbursement for excess income taxes paid on overt tax returns by reason of taxable income from your cover facility exceeding the taxable income due you as an employee of this organization.

SECRET

c. All annual and sick leave which is accrued to your credit at the time of integration will be transferred to your cover facility. While integrated you will be permitted annual leave, sick leave, home leave, and leave without pay in accordance with the regulations of your cover facility in lieu of the leave benefits of this organization. Upon termination of your integration, your unused annual leave, sick leave, and home leave will be transferred to your credit with this organization and your leave record will be reconstructed as of the beginning of the leave year in which you return to this organization, as explained in the Handbook on Leave for Special Situations. Serving in an integrated capacity does not permit the carryover from one leave year to another of an annual leave balance which exceeds the ceilings authorized by regulations of this organization and the Federal leave law. If security conditions require that your cover facility make a lump-sum payment for accrued annual leave, upon your "resignation" you will be required to pay the gross amount thereof to this organization, including any income taxes withheld by your cover facility in order to receive credit for such annual leave.

6. You will be required to keep forever secret this agreement and all information which you may obtain by reason hereof, unless you are released in writing by this organization from this obligation. Violation of such secrecy may subject you to criminal prosecution under the espionage laws, as amended, and other applicable laws and regulations. The termination of your employment with this organization will not release you from the obligations of any security oath you may be required to take.

UNITED STATES GOVERNMENT

BY *J. H. Armstrong*
Personnel Office

ACCEPTED:

Joseph B. Smith

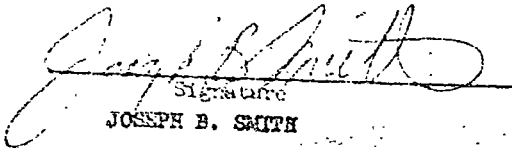
CONFIDENTIAL
(When filled in)

IMPORTANT

Central Processing Branch has been charged with responsibility for ensuring that all employees processing PCS to the field have reviewed the field version of the Employee Conduct Handbook. You will not be checked out for your proposed travel until you sign the following statement and return it to CPB. Your Personnel Officer can provide you with a copy of the Handbook.

MEMORANDUM OF UNDERSTANDING

I hereby acknowledge that I have read and understand the contents of Field Handbook 20-4, Employee Conduct, dated 28 October 1964.


Signature
JOSEPH B. SMITH


Date

CONFIDENTIAL

Group 1 - Excluded from
automatic downgrading
and declassification.

SECRET
(When Filled In)

REPORT OF SERVICE ABROAD										FILE PUNCHED BY <i>RS</i>		
TO: Office of Personnel, Transactions and Records Branch, Status Section												
SERIAL NO.			NAME									
1-8			LAST			FIRST			MIDDLE			
007894			(Print) SMITH			7-24 Joseph			B.			
INSTRUCTIONS												
USE APPROPRIATE SPACE BELOW TO REPORT DATA FOR EITHER PCS OR TDY. INSERT APPROPRIATE CODE NUMBER IN "CODE" COLUMN TO DESIGNATE WHETHER SUBMISSION IS OF BASIC DATA, CORRECTION, OR CANCELLATION (One only). REPORT DATES BY USING THE NUMBER FOR THE MONTH, AND LAST TWO DIGITS ONLY FOR YEAR. REFER TO OFI NO. 88, REVISED.												
PCS DATES OF SERVICE												
ARRIVAL O/S			DEPARTURE O/S			TYPE OF DATA			O/P USE ONLY		COUNTRY	
MONTH	DAY	YEAR	MONTH	DAY	YEAR	1. PCS (Basic) 2. CORRECTION 3. CANCELLATION			CODE	37	38	39
26-28	27-28	29-30	31-32	33-34	35-36							
TDY DATES OF SERVICE												
ARRIVAL O/S			DEPARTURE O/S			TYPE OF DATA			O/P USE ONLY		AREA(S)	
MONTH	DAY	YEAR	MONTH	DAY	YEAR	2. TDY (Basic) 4. CORRECTION 6. CANCELLATION			CODE	37	38	39
26-28	27-28	29-30	31-32	33-34	35-36							
0	4	2	7	6	9	0	5	1	0	6	9	
OFFICE OF PERSONNEL USE ONLY - PUNCH AREA												
SOURCE DOCUMENT AND CERTIFICATION												
X TRAVEL VOUCHER WH-538-69						DISPATCH						
CABLE						DUTY STATUS OR TIME AND ATTENDANCE REPORT						
OTHER (Specify)												
DOCUMENT IDENTIFICATION NO.						DOCUMENT DATE/PERIOD						
						4/27/69 @ 1725 - 5/10/69 @ 2130						
REMARKS												
No leave												
PREPARED BY						REPORT APPROVED BY			ABOVE DATA CERTIFIED CORRECT, DATED UPON SOURCE DOCUMENT LIT			
DCA						X						
C. S. A. DIVISION, CYDE						DATE			SIGNATURE			
C. S. F. DIVISION						5/13/69			DSV <i>[Signature]</i>			
THIS REPORT WILL BE FILED IN THE OFFICE OF PERSONNEL IN THE INDIVIDUAL'S OFFICIAL PERSONNEL FOLDER												

FORM 1451a COMPLETE PREVIOUS EDITIONS
3-67

SECRET

(4-10)

SECRET

11 MAY
1966

MEMORANDUM FOR: Director of Personnel

SUBJECT:

Smith, Joseph
Change of Home Leave Address

REFERENCE:

HABT-3734, 29 April 1966

It is requested that the home leave address of ~~Smith, Joseph~~ be changed from Harrisburg, Pennsylvania to Cambridge, Massachusetts. ~~Smith, Joseph~~ last remaining relative in Harrisburg died in November 1965, and he has no other connections there. On the other hand his wife has relatives in Cambridge, Massachusetts, and his daughter is attending Wellesley College in Wellesley, Massachusetts and he plans to visit this area on home leave.

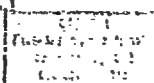
Edward F. O'Malley
Robert D. Cashman
C/col/Personnel

Concur:

R. J. Smith
Director of Personnel

11 May 66
(Date)Attachment:
Reference

SECRET



DISPATCH

CLASSIFICATION
SECRET

PRIORITY ACTION

TO

Chief, WH Division

INFO

FROM

Chief of Station, Buenos Aires

SUBJECT

Change of Home Leave Address of [REDACTED] SA

ACTION REQUIRED - REFERENCES

ACTION REQUIRED: As noted below

It is requested that the home leave address of John W. [REDACTED] be changed from Harrisburg, Pennsylvania to Cambridge, Massachusetts. [REDACTED]'s last remaining relative in Harrisburg died in November 1965, and he has no other connections there. On the other hand his wife has relatives in Cambridge, Massachusetts, and his daughter is attending Wellesley College in Wellesley, Massachusetts and he plans to visit this area on home leave.

Distribution:
O 5 - Chief, WHD

John W. CATA PISC:th

GROUP I
Excluded from automatic
downgrading and
declassification

URGENT REF: 121 TO

DISPATCH NUMBER AND NUMBER

DATE

HAPT-3734

20 April 1966

CLASSIFICATION

DISPATCH NUMBER

SECRET

SECRET

TM-837055

FIELD REASSIGNMENT QUESTIONNAIRE

DO NOT COMPLETE FOR HEADQUARTERS USE ONLY			
AUTHENTICATION OF SIGNATURES AND VERIFICATION OF ITEMS 1 THROUGH 7, BELOW:			
NAME OF EMPLOYEE (Type)	DATE (from item 5.1)	NAME OF SUPERVISOR (Type)	DATE (from item 5.2)
[Redacted]	27 Dec. 65	Michael Tanes	28 Dec. 1965
NAME AND SIGNATURE OF OFFICIAL AT HEADQUARTERS AUTHORIZED TO AUTHENTICATE SIGNATURES AND VERIFY DATA IN ITEMS NOS. 1 THROUGH 7, BELOW: <i>Field copy 28 March 1966</i>			
TO BE COMPLETED BY EMPLOYEE			
1. DATE OF BIRTH	2. GRADE	3. CURRENT POSITION TITLE AND GRADE	74. DATE OF PCS ARRIVAL IN FIELD ON THIS TOUR
16/6/21	14	Operations Officer	29/8/64
4. SERVICE DESIGNATION (if known)	5. CURRENT STATION OR FIELD BASE		75. EXPECTED DATE OF DEPARTURE FROM FIELD
D	Denton, Alaska		21/1/66
6. OTHER DUTY STATIONS OR FIELD BASES DURING CURRENT TOUR			76. EXPECTED DATE OF ARRIVAL AT HEADQUARTERS PCS
None			29/10/66
8. WRITE A DESCRIPTION OF YOUR MAJOR DUTIES DURING THE CURRENT TOUR OF DUTY (see special note on Transmittal Form):			
<ul style="list-style-type: none"> a. Case officer for a large-scale liaison activity in the CA field. b. Station functional officer for media activity. c. Station functional officer for university and university student field. d. Supervises staff agent concerned with university target. e. Case officer for two unilateral media operations. f. Case officer for a political action research project. 			
9. PREFERENCE FOR NEXT ASSIGNMENT:			
<p>A. WRITE A BRIEF DESCRIPTION OF THE TYPE OF WORK YOU WOULD PREFER FOR YOUR NEXT ASSIGNMENT IF IT DIFFERS FROM THAT INDICATED IN ITEM NO. 3, ABOVE. IF YOU HAVE MORE THAN ONE PREFERENCE, INDICATE YOUR CHOICES.</p> <p>I list the choices in question 9 because of the limited opportunity for achievement in operations and case work. I have no other choice but to prefer the type of work in which I have five years of experience, which would be of use to OIR; I have maintained a high level political and business contacts which experienced should be useful to OIR; my educational background and operational area expertise should help qualify me for OIR.</p>			
<p>B. INDICATE WHAT TRAINING YOU BELIEVE YOU SHOULD HAVE IN ORDER TO INCREASE YOUR VALUE TO THE ORGANIZATION (refer to catalog of courses, if available):</p>			

SECRET

B. PREFERENCE FOR NEXT ASSIGNMENT (continued)	
C. INDICATE YOUR PREFERENCE FOR NEXT ASSIGNMENT BY INSERTING NUMBERS 1, 2 AND 3 (for 1st, 2nd and 3rd choice) IN THE BOXES BELOW:	
<input type="checkbox"/> RETURN TO MY CURRENT STATION <input type="checkbox"/> BE ASSIGNED TO HEADQUARTERS FOR A TOUR OF DUTY. WITH RESPECT TO POSSIBLE ASSIGNMENT IN HEADQUARTERS, INDICATE CHOICE OF COMPONENT: 1ST. CHOICE <u>CTR</u> 2ND. CHOICE <u>DDO</u> 3RD. CHOICE <u>DDO</u> <input type="checkbox"/> BE ASSIGNED TO ANOTHER FIELD STATION. WITH RESPECT TO POSSIBLE REASSIGNMENT TO ANOTHER FIELD STATION, INDICATE CHOICE OF GEOGRAPHIC AREA OR SPECIFIC STATION, BASED ON QUALIFICATIONS: 1ST. CHOICE _____ 2ND. CHOICE _____ 3RD. CHOICE _____	
18. HOW MUCH LEAVE DO YOU DESIRE BETWEEN ASSIGNMENTS? _____ INDICATE NUMBER OF WORK DAYS <u>30</u>	
19. INDICATE THE NUMBER AND AGE OF DEPENDENTS WHO WILL BE TRAVELLING OR MOVING WITH YOU: <u>wife and two children; ages: 42, 13, 6</u>	
20. INDICATE ANY CHANGE IN YOUR PERSONAL OR FAMILY SITUATION WHICH SHOULD BE CONSIDERED IN DETERMINING YOUR NEXT ASSIGNMENT. <u>Desire to be in the United States for the senior year and graduation from college of my older daughter.</u>	
21. SIGNATURE: COMPLETE ITEM NO. 3-1, TRANSMITTAL SHEET, TO INDICATE COMPLETION OF ABOVE PORTION OF THIS FORM. TO BE COMPLETED BY SUPERVISOR AT FIELD STATION	
22. IN CONSIDERATION OF THE PAST EXPERIENCE AND PERFORMANCE OF THE EMPLOYEE, HIS EXPRESSED PREFERENCE FOR NEXT ASSIGNMENT, AND THE STAFFING REQUIREMENTS OF THE STATION, INDICATE YOUR RECOMMENDATION FOR HIS NEXT ASSIGNMENT AND TRAINING: <u>The Station concurs in Subject's request for his next assignment. Based on the capabilities that he has demonstrated during his present tour of duty, we have every reason to believe that he will perform in a professional and highly competent manner in either one of the three areas that he has selected. If Subject is considered for another field assignment, it is strongly recommended that he be afforded official cover status.</u>	
23. SIGNATURE: COMPLETE ITEM NO. 3-2, TRANSMITTAL SHEET, TO INDICATE COMPLETION OF THIS PORTION OF THE FORM. TO BE COMPLETED BY APPROPRIATE CAREER SERVICE OFFICER OR PERSONNEL OFFICER AT HEADQUARTERS	
24. IN CONSIDERATION OF THE PAST EXPERIENCE AND PERFORMANCE OF THE EMPLOYEE, HIS EXPRESSED PREFERENCE FOR NEXT ASSIGNMENT, AND THE STAFFING REQUIREMENTS OF THE COMPONENT TO WHICH HE IS CURRENTLY ASSIGNED, INDICATE YOUR RECOMMENDATIONS FOR HIS NEXT ASSIGNMENT AND TRAINING: <u>The WH Division Personnel meeting of 24 February 1966 concurred with the Subject's request for assignment to CTR.</u> <u>Saward</u> <u>Robert D. Cashman</u> <u>C/WH/Personnel</u>	
25. NAME OF CAREER SERVICE OFFICER OR PERSONNEL OFFICER	SIGNATURE
DATE	
FOR USE OF CAREER SERVICE	
26. EMPLOYEE <input type="checkbox"/> HAS <input type="checkbox"/> HAS NOT BEEN NOTIFIED OF PLANNED REASSIGNMENT	27. REFERENCE DISPATCH NO. _____ CABLE NO. _____
28. TYPED OR PRINTED NAME	29. SIGNATURE
30. TITLE	31. DATE
32. COMMENTS <u>WH + CSRS jointly will cable Smith to authorize early return for assignment to CTR. Kibbe will discuss with Smith while at B.D.</u>	

SECRET

SECRET

05023 C
100 54007

100 54007

MEMORANDUM FOR: Director of Training

SUBJECT: Appreciation: Joseph Smith

1. With your approval Mr. Joseph Smith, of OTR participated as a member of the Survey Team which during January - March 1967 reviewed the effectiveness of the Propaganda Group of the CA Staff. This involved 30 full Team meetings, interviews with 57 CS officers, various specific inquiries, and numerous drafting sessions.

2. Throughout, Mr. Smith participated in a most effective professional manner bringing to bear his extensive background in the Clandestine Services. His direct and objective approach to the problems considered in the course of the survey made his contribution to the overall Team effort invaluable. The Team report, which I am still in process of discussing within the Staff will be of considerable value not only to this Staff in our future planning but also, I feel, to the future posture of the covert propaganda mission of the Clandestine Services; thus I heartily commend Mr. Smith for his effective participation with the Survey Team in this effort.

3. I would appreciate your conveying my thanks to Mr. Smith.

Kord Meyer, Jr.
Kord Meyer, Jr.
Chief
Covert Action Staff

SECRET

SECRET

FIELD REASSIGNMENT QUESTIONNAIRE

DO NOT COMPLETE		DO NOT COMPLETE	
AUTHENTICATION OF SIGNATURES AND VERIFICATION OF ITEMS 1 THROUGH 7, BELOW:			
NAME OF EMPLOYEE (NAME) Pseudo	DATE (from item 5-1)	NAME OF SUPERVISOR (NAME)	DATE (from item 5-2)
[Signature]	20 Sep 63	Frederick Larkin	20 Sep 63
NAME AND SIGNATURE OF OFFICIAL AT HEADQUARTERS AUTHORIZED TO AUTHENTICATE SIGNATURES AND VERIFY DATA IN ITEMS NOS. 1 THROUGH 7, BELOW:		DATE	
[Signature] William S. Renehan		25 Sep 63	

TO BE COMPLETED BY EMPLOYEE

1. DATE OF BIRTH	2. GRADE	3. CURRENT POSITION TITLE AND GRADE	7A. DATE OF PCS ARRIVAL IN FIELD ON THIS TOUR
18 June 1921	GS-14	Operations Officer, GS-12	5 June 1962
4. SERVICE DESIGNATION (if known)	5. CURRENT STATION OR FIELD BASE		7B. EXPECTED DATE OF DEPARTURE FROM FIELD
D	Buenos Aires		5 June 1964
6. OTHER DUTY STATIONS OR FIELD BASES DURING CURRENT TOUR			7C. EXPECTED DATE OF ARRIVAL AT HEADQUARTERS PCS
None			None

8. WRITE A DESCRIPTION OF YOUR MAJOR DUTIES DURING THE CURRENT TOUR OF DUTY (see special note on Transmittal Form):

- a. Case officer for large-scale KUWOLF liaison project with local services.
- b. Supervisor of two staff agents conducting KUWOLF activities.
- c. Case officer for two unilateral KUWOLF projects.
- d. Station functional officer for projects in student field.

9. PREFERENCE FOR NEXT ASSIGNMENT:

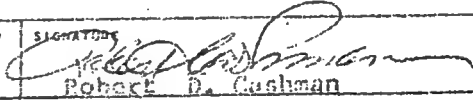
A. WRITE A BRIEF DESCRIPTION OF THE TYPE OF WORK YOU WOULD PREFER FOR YOUR NEXT ASSIGNMENT IF IT DIFFERS FROM THAT INDICATED IN ITEM NO. 3, ABOVE. IF YOU HAVE MORE THAN ONE PREFERENCE, INDICATE YOUR CHOICES.

If not reassigned to present post, I would prefer to work in the political action field as a unilateral case officer with staff agent status. I believe my past experience and performance qualifies me for this type of assignment and I know that I find this type of work stimulating and challenging. Most preferred would be an assignment combining KUTUBE and KUWOLF responsibilities.

B. INDICATE WHAT TRAINING YOU BELIEVE YOU SHOULD HAVE IN ORDER TO INCREASE YOUR VALUE TO THE ORGANIZATION (refer to catalog of courses, if available):

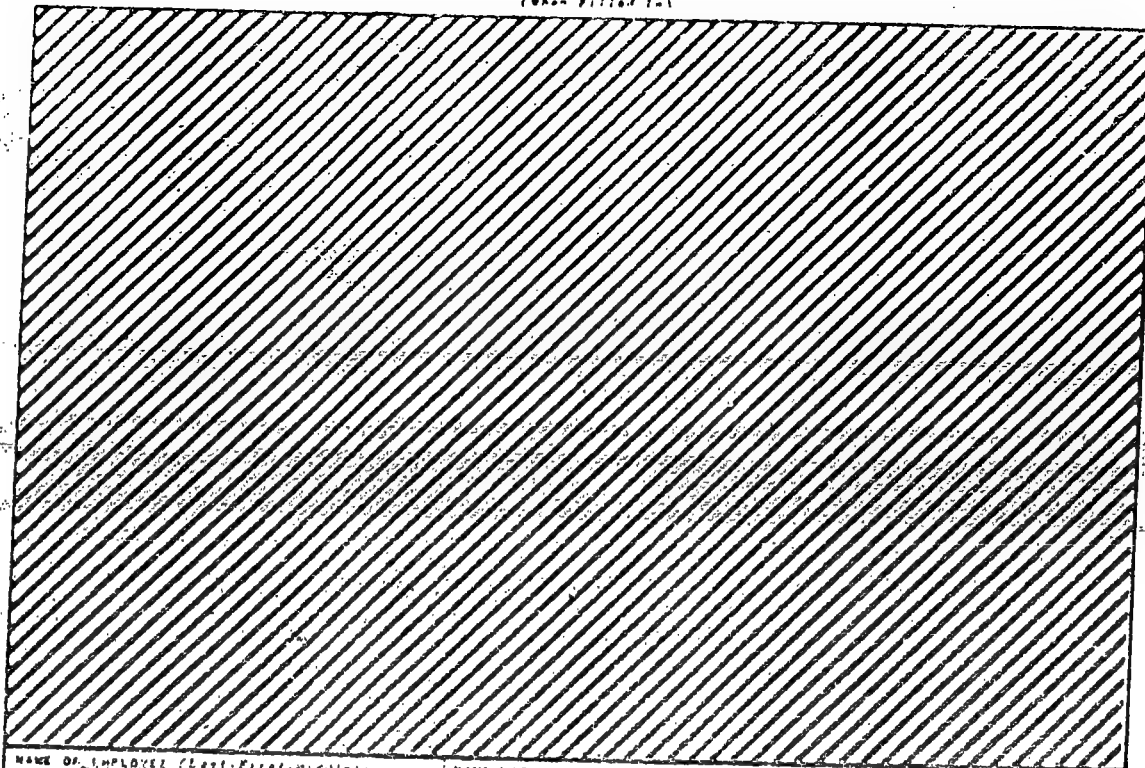
None, if reassigned to present post.

SECRET

9. PREFERENCE FOR NEXT ASSIGNMENT (continued)	
C. INDICATE YOUR PREFERENCE FOR NEXT ASSIGNMENT BY INSERTING NUMBERS 1, 2 AND 3 (for 1st, 2nd, and 3rd choice) IN THE BOXES BELOW:	
<input checked="checked" type="checkbox"/> RETURN TO MY CURRENT STATION <input checked="checked" type="checkbox"/> BE ASSIGNED TO HEADQUARTERS FOR A TOUR OF DUTY. WITH RESPECT TO POSSIBLE ASSIGNMENT IN HEADQUARTERS, INDICATE CHOICE OF COMPONENT: 1ST. CHOICE <u>Domestic Ops</u> 2ND. CHOICE <u>Division Desk</u> 3RD. CHOICE <u>Division Staff</u> <input checked="checked" type="checkbox"/> BE ASSIGNED TO ANOTHER FIELD STATION. WITH RESPECT TO POSSIBLE REASSIGNMENT TO ANOTHER FIELD STATION, INDICATE CHOICE OF GEOGRAPHIC AREA OR SPECIFIC STATION, BASED ON QUALIFICATIONS: 1ST. CHOICE <u>Mexico City</u> 2ND. CHOICE <u>Guatemala</u> 3RD. CHOICE <u>Lima</u>	
10. HOW MUCH LEAVE DO YOU DESIRE BETWEEN ASSIGNMENTS? INDICATE NUMBER OF WORK DAYS <u>30</u>	
11. INDICATE THE NUMBER AND AGE OF DEPENDENTS WHO WILL BE TRAVELLING OR MOVING WITH YOU: 3: aged 40, 11, and 3 years	
11A. INDICATE ANY CHANGE IN YOUR PERSONAL OR FAMILY SITUATION WHICH SHOULD BE CONSIDERED IN DETERMINING YOUR NEXT ASSIGNMENT: Eldest daughter attending college in the United States.	
12. SIGNATURE: COMPLETE ITEM NO. 5-1, TRANSMITTAL SHEET, TO INDICATE COMPLETION OF ABOVE PORTION OF THIS FORM. <div style="text-align: center;">TO BE COMPLETED BY SUPERVISOR AT FIELD STATION</div>	
13. IN CONSIDERATION OF THE PAST EXPERIENCE AND PERFORMANCE OF THE EMPLOYEE, HIS EXPRESSED PREFERENCE FOR NEXT ASSIGNMENT, AND THE STAFFING REQUIREMENTS OF THE STATION, INDICATE YOUR RECOMMENDATION FOR HIS NEXT ASSIGNMENT AND TRAINING: Supervisor and Chief of Station concur with the employee's expressed desires. While assigned to this Station this employee has made an important contribution to the Station's KUWOLF program which doubtless will continue to be the case should he be reassigned to this Station.	
14. SIGNATURE: COMPLETE ITEM NO. 5-2, TRANSMITTAL SHEET, TO INDICATE COMPLETION OF THIS PORTION OF THE FORM. <div style="text-align: center;">TO BE COMPLETED BY APPROPRIATE CAREER SERVICE OFFICER OR PERSONNEL OFFICER AT HEADQUARTERS</div>	
15. IN CONSIDERATION OF THE PAST EXPERIENCE AND PERFORMANCE OF THE EMPLOYEE, HIS EXPRESSED PREFERENCE FOR NEXT ASSIGNMENT, AND THE STAFFING REQUIREMENTS OF THE COMPONENT TO WHICH HE IS CURRENTLY ASSIGNED, INDICATE YOUR RECOMMENDATIONS FOR HIS NEXT ASSIGNMENT AND TRAINING: Recommend return to Station for second tour of duty.	
16. NAME OF CAREER SERVICE OFFICER OR PERSONNEL OFFICER	SIGNATURE  Robert D. Cushman
DATE	
FOR USE BY CAREER SERVICE	
17. EMPLOYEE <input type="checkbox"/> HAS <input type="checkbox"/> HAS NOT BEEN NOTIFIED OF PLANNED REASSIGNMENT	18. REFERENCE DISPATCH NO. <u>44-37-31</u> CABLE NO. _____
19. TYPED OR PRINTED NAME	20. SIGNATURE
21. TITLE	22. DATE <u>27 July 1954</u>
23. COMMENTS Ret. Division - approved for second tour.	

SECRET

SECRET
(When Filled In)



NAME OF EMPLOYEE (Last, First, Middle)	NAME AND RELATIONSHIP OF DEPENDENT	CLAIM NUMBER
<i>Small, Joseph</i>	<i>Wife - Mrs. Joseph Small</i>	<i>105-2-1076</i>

There is on file in the Benefits and Counseling Branch, Benefits and Services Division, Office of Personnel, an Official Disability Claim File on the above named employee (or his dependent*) for an illness, injury, or death incurred on 10 March 58 *infectious*

This notice should be filed in the employee's Official Personnel Folder as a permanent cross-reference to the Official Disability Claim File.

DATE OF NOTICE

2/1/58

SIGNATURE OF DOW REPRESENTATIVE

B. Detamore

NOTICE OF OFFICIAL DISABILITY CLAIM FILE

Supplement to Staff Agent Personnel Action

For Effective 27 MAY 1962

Mr.

Dear Mr.

In view of your contemplated cover assignment, you have been designated a Staff Agent. The purpose of this Supplement is to call your attention to existing policies which are particularly material to you while you are so designated and to set forth certain rights and obligations incident to your status as an appointed employee.

1. Payroll Administration. As indicated in your Staff Agent Personnel Action, your present salary and grade are \$ 11,675.00 and GS- 13⁵, respectively, and you are entitled to receive the salary, allowances and other benefits applicable thereto, however, certain procedural variations will be followed to preserve the security of your cover position.

(a) The gross emoluments that you receive from your cover activities will be retained by you as an offset against the gross emoluments due you from this organization. If, except as provided in paragraph 4 below, your cover emoluments ever exceed those due you as a Staff Agent, the overage is to be remitted to this organization on a monthly basis, unless a different period is specified.

(b) Your Federal income taxes will be withheld and reported in conformance with HR 20-33 or any subsequent regulations or procedures promulgated by this organization. For your information, this organization shall withhold from the gross payments due you Federal income taxes in an amount which, when added to the income taxes withheld by your cover facility, will equal the tax withholdings normally made from your gross taxable compensation with this organization. If there is no differential or if it is insufficient, you will be required to make tax remittances in conformance with HR 20-661-1. Also, that issuance together with R 30-720 covers the procedures to be followed in order to receive reimbursement for foreign income taxes imposed upon you.

(c) This organization will deduct from the gross payments due you an amount equivalent to six and one-half per cent (6 1/2%) of your gross salary for contribution to the Civil Service Retirement Fund. This amount will be deducted from the differential due you by this organization. If there is no differential or if it is insufficient, you will be required to make direct remittances to this organization in satisfaction of the required contributions.

(d) If permanent quarters are not furnished, your quarters allowance will be granted at the maximum rate established for your post of assignment, family status and grade. No accounting for this allowance will be required.

As an appointed employee, you will be required to contribute to the Social Security Fund; such contribution will be at your expense. However, involuntary contributions for cover facility programs, such as insurance and retirement, may be considered items of expense to this organization, and in

such are any money you receive as a result of your participation in such activities must be returned to this organization. Whether participation in a particular activity is or is not in conformity will be determined by the organization.

2. Non-Union Labor or Premium Pay. You are hereby authorized Non-Union Labor or Premium Pay of the Government with non-union organizations. For every participation in such activities, a premium pay of ten per cent of your basic salary or benefits and shall be the compensation for that period of time you are working and doing your duties.

3. Utilization Allowance. You will be authorized an utilization allowance in accordance with applicable organization regulations.

4. Travel Expenses. You will be entitled to travel, transportation and storage in accordance with the regulations of this organization. HR 2051 provides that travel expenses of integrated personnel will be allowed in accordance with the regulations of their host organizations or HR 20, whichever allows the greater amount.

5. Travel Localities. You hereby agree that your assignment abroad will be for a minimum of two years from the date of your arrival at your permanent post of duty. If such assignment shall be sooner terminated by the Government for its convenience. Your violation of such agreement may result in regulatory travel penalties. HR 22-6 provides that if the agreement is violated during the first year of duty abroad, expenditures for travel and transportation to the post, including per diem while at headquarters and storage of effects, shall be reimbursed by the employee. If the agreement is violated after the first year of duty, but before the completion of the minimum tour agreed to above, going travel at Government expense shall not be allowed.

AGREED

6. Secrecy. You will be required to keep secret all information and all information which may obtain by secret or confidential sources released in writing by the Government (in such obligation) with full knowledge that violation of such secrecy may subject you to criminal prosecution under the Espionage Laws (dated 23 June 1948, as amended) and other applicable laws and regulations.

DA *How H. L. L. L. L.*
Special Agent

JUC

5A.

SECRET
(When Filled In)

VERIFIED RECORD OF OVERSEAS SERVICE

TO:

Office of Personnel, Statistical Reporting Branch, ROOM 192 Curle Hall

EMPLOYEE SERIAL NO.	NAME OF EMPLOYEE			OFFICE/COMPONENT
	LAST	FIRST	MIDDLE	
36 #9246 007894	(Print) Smith, (Typed) [REDACTED]	J-24	(R)	19-76 64

INSTRUCTIONS

USE APPROPRIATE SPACE BELOW TO REPORT DATA FOR EITHER PCS OR TDY. INSERT APPROPRIATE CODE NUMBER IN "CODE" COL TO DESIGNATE WHETHER SUBMISSION IS OF BASIC DATA, CORRECTION, OR CANCELLATION (One only). REPORT DATES BY USING 1. NUMBER FOR THE MONTH, AND LAST TWO DIGITS ONLY FOR YEAR.

PCS DATES OF SERVICE

TYPE OF DATA	ARRIVAL				DEPARTURE				COUNTRY	OMIT
	CODE	MONTH	DAY	YEAR	MONTH	DAY	YEAR			
1. PCS (Basic)	27	20-29	30-31	32-33	34-35	36-37	38-39	ARGENTINA	40-42	
3. CORRECTION										
5. CANCELLATION										
	01	06	05	62					040	

TDY DATES OF SERVICE

TYPE OF DATA	DEPARTURE				RETURN				AREA(S)	OMIT
	CODE	MONTH	DAY	YEAR	MONTH	DAY	YEAR			
2. TDY (Basic)	27	20-29	30-31	32-33	34-35	36-37	38-39		40-42	
4. CORRECTION										
6. CANCELLATION										

SOURCE OF RECORD DOCUMENT

<input checked="" type="checkbox"/> TRAVEL VOUCHER	<input checked="" type="checkbox"/> DISPATCH
<input type="checkbox"/> BULKY	<input type="checkbox"/> DUTY STANDING OR TIME AND ATTENDANCE REPORT
<input type="checkbox"/> OTHER (Specify)	

DOCUMENT IDENTIFICATION NO.

HABT-1787

DOCUMENT DATE (PERIOD)

8 June 1962

REMARKS

PREPARED BY

REPORT ANNOTATED ON SOURCE DOCUMENT

ABOVE DATA VERIFIED BY SOURCE, BASED UPON SOURCE

FISCAL DIVISION

DATE

6/20/62

SIGNATURE

[Signature]
for J. H. Hunsicker

FORM 1451a 9-58

SECRET

(4-10)

CONTRACT INFORMATION AND CHECK LIST				LAW RAPAL	
INSTRUCTIONS: Use 1-1000 and 10-1000 for guidance. Forward original and two copies for preparation of contract.				TELEPHONE EXTENSION 6556	
SECTION I GENERAL				DATE	
1. NAME <input checked="" type="checkbox"/> PREVIOUS <input type="checkbox"/> NEW <i>Smith, Frank</i>		2A. PROJECT		3. ALLOTMENT NO.	
19. PERMANENT STATION NA <i>Buenos Aires</i>		3A. FUNDS <input checked="" type="checkbox"/> NA <input type="checkbox"/>		4. SLOT NO. BAP-818	
5. PREVIOUS CIA PRECEDENT OR ALIASES Naphael E. NYHAUSEN Arthur H. TOOTHILL		6. INDIVIDUAL HAS BEEN ENGAGED BY CIA OR ITS ALLIED ACTIVITIES, IN SOME CAPACITY PRIOR TO THIS CONTRACT. <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO (If yes, describe and include dates and salary.) Staff Employees - 9 September 1951 to date			
7. SECURITY CLEARANCE (Type and date) Staff Employee		7A. MEDICAL CLEARANCE <input checked="" type="checkbox"/> OBTAINED <input type="checkbox"/> INSTALLED <input type="checkbox"/> NOT REQUIRED		8. CONTRACT IS TO BE WRITTEN IN STERILE FORM I.E., "U.S. GOVERNMENT" <input type="checkbox"/> NA <input type="checkbox"/> NO	
9. INDIVIDUAL WILL WORK UNDER "CONTROLLED CONDITIONS" I.E., REGULAR OFFICE HOURS AWAY FROM SUBJECT'S HOME AND PERFORMED UNDER THE SUPERVISION OF A STAFF EMPLOYEE OR STAFF AGENT <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO		10. PROPOSED CATEGORY (Contract agent, contract employee, etc.) Staff Agent			
SECTION II PERSONAL DATA					
11. CITIZENSHIP U. S.		12. IF NOT U.S. CITIZEN, INDIVIDUAL IS A PERMANENT RESIDENT ALIEN <input type="checkbox"/> YES <input type="checkbox"/> NO		13. AGE 40	
14. DATE OF BIRTH (Month, day, year) 16 June 1921		15. LEGAL RESIDENCE (City and state or country) Harrisburg, Pennsylvania, U.S.			
16. CURRENT RESIDENCE (City and state or country) Arlington, Virginia				17. MARITAL STATUS (Check as appropriate) <input type="checkbox"/> SINGLE <input checked="" type="checkbox"/> MARRIED <input type="checkbox"/> WIDOWED <input type="checkbox"/> ANNULLED <input type="checkbox"/> SEPARATED <input type="checkbox"/> DIVORCED	
18. NUMBER OF DEPENDENTS (Not including individual) RELATIONSHIP AND AGE: Jeanne Hoffman - Wife - 38 Ruthuen - Daughter - 16 Julie E. - Daughter - 9 Andrew C. - Son - 14		19. INDIVIDUAL IS RELATED TO A STAFF EMPLOYEE, STAFF AGENT OR AN INDIVIDUAL CURRENTLY WORKING FOR THE AGENCY IN SOME CAPACITY <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO RELATIONSHIP			
SECTION III U.S. MILITARY STATUS					
20. RESERVE No		21. VETERAN Yes		22. IF RETIRED, INDICATE CATEGORY (Longevity, combat disability, service disability non-combat)	
23. BRANCH OF SERVICE Army		24. RANK OR GRADE Corporal		25. DRAFT ELIGIBLE <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO	
26. DRAFT DEFERMENT OBTAINED BY CIA <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO					
SECTION IV COMPENSATION					
27. BASIC SALARY 11,650		28. POST DIFFERENTIAL		29. COVER (Breakdown, if any) NA	
30. FEDERAL TAX WITHHOLDING COVER <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO CIA <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO					
SECTION V ALLOWANCES (NORMALLY GRANTED ONLY TO RESIDENTS OF THE UNITED STATES)					
31. QUARTERS 3,500		32. POST		33. OTHER Equalization \$915 and 10% Staff Agent Premium pay <i>JK</i>	
34. COVER (Breakdown, if any)					
SECTION VI TRAVEL					
35. TYPES <input checked="" type="checkbox"/> AC <input type="checkbox"/> DOMESTIC OPERATIONAL <input checked="" type="checkbox"/> FOREIGN OPERATIONAL				36. WITH DEPENDENTS <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO	
37. HOME TO BE SHIPPED <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO		37A. HOME TO BE STORED <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO		38. PERSONAL VEHICLE TO BE SHIPPED <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO	
39. TRANSPORTED VEHICLE TO BE USED FOR OPERATIONAL TRAVEL <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO					
40. IF WITH DEPENDENTS STATE RELATIONSHIP, CITIZENSHIP, AGE AND DATE OF BIRTH See 18 above.					
41. PAYMENT AND ACCOUNTABILITY WILL BE IN CONFORMANCE WITH <input checked="" type="checkbox"/> CIA REGULATIONS <input type="checkbox"/> COVER POLICIES AND PROCEDURES					
SECTION VII OPERATIONAL EXPENSES					
42. PURCHASE OF INFORMATION		43. ENTERTAINMENT		44. OTHER	
45. PAYMENT AND ACCOUNTABILITY WILL BE IN CONFORMANCE WITH <input checked="" type="checkbox"/> CIA REGULATIONS <input type="checkbox"/> COVER POLICIES AND PROCEDURES					

CONTRACT INFORMATION AND CHECK LIST (CONTINUED)

NOTE: SEE INSTRUCTIONS ON FIRST SHEET.

CASE OFFICER

DIVISION

TELEPHONE EXTENSION

DATE

SECTION VIII

OTHER BENEFITS

46. BENEFITS (See R 20-615, R 20-620, R 20-670, R 20-1000, and HR 20-620-1, HR 20-1000-1 and/or successor regulations for benefits applicable to various categories of contract personnel.)

All benefits and allowances of a staff employee.

SECTION IX

COVER ACTIVITY

47. STATUS (Check) ☒ PROPOSED ☐ ESTABLISHED 48. TYPE (Check) ☐ PROFESSIONAL ☐ SUBSIDIARY ☐ CULTURAL ☐ EDUCATIONAL ☐ COMMERCIAL ☐ MILITARY ☐ TOURIST ☐ OTHER

49. IF COVER PAYMENTS ARE CONTEMPLATED, THEY WILL BE EFFECTED ON REIMBURSABLE BASIS

☐ YES ☒ NO ☐ COMPLETE ☐ PARTIAL

SECTION X

OFFSET OF INCOME

50. OFFSET OF INCOME AND OTHER EMOLUMENTS DERIVED FROM COVER ACTIVITIES (If less than total, justify in separate memo attached hereto.) ☐ TOTAL ☐ PARTIAL ☒ NONE

SECTION XI

TERM

51. DURATION ☐ DAYS ☐ MONTHS ☒ YEARS 52. EFFECTIVE DATE June 1962 53. RENEWABLE ☒ YES ☐ NO

54. TERMINATION NOTICE (Number of days)

NA

55. FORFEITURE OF RETURN TRIP FOR RESIGNATION PRIOR TO CONTRACT TERMINATION

NA

SECTION XII

FUNCTION

56. PRIMARY FUNCTION (CI, FI, PP, other)

PP

SECTION XIII

DUTIES

57. GENERAL DESCRIPTION OF DUTIES TO BE PERFORMED

Liaison with host government service.

SECTION XIV

QUALIFICATIONS

58. EXPERIENCE

See personnel file.

59. EDUCATION

(Check Highest Level Attained)

GRADE SCHOOL HIGH SCHOOL COLLEGE POST GRADUATE

60. LANGUAGE COMPETENCY

LANGUAGE	SPEAK		WRITE		READ	
	FLUENT	FAIR	FLUENT	FAIR	FLUENT	FAIR
Spanish		X		X		X
Japanese			X		X	
German			X		X	
Malay			X		X	

61. INDIVIDUAL'S COUNTRY OF ORIGIN

U.S.A.

62. AREA KNOWLEDGE

Graduate study, History & Politics (2 courses). CA Staff WH Liaison (15 mos). Chief, Venezuela Desk (6 mos.)

SECTION XV

EMPLOYMENT PRIOR TO CIA

63. GIVE INCLUSIVE DATES, POSITION TITLE OR TYPE WORK, SALARY AND REASON FOR LEAVING

See personnel file.

SECTION XVI

ADDITIONAL INFORMATION

64. ADDITIONAL OR ORGUAL REQUIREMENTS, JUSTIFICATIONS OR EXPLANATIONS (See other side if necessary)

DATE

TYPED NAME AND OFFICIAL

Garard Drolan C/403

DATE

TYPED NAME & SIGNATURE OF CONTRACT OFFICER

Paul Z. Arneson

Paul Z. Arneson C/41/55

SECRET

SECRET
(When Filled In)

PERIODIC SUPPLEMENT PERSONAL HISTORY STATEMENT		THIS DATE
INSTRUCTIONS		
<p>This form provides the means whereby your official personnel records will be kept current. Even though it duplicates information you have furnished previously, it will be necessary for you to complete Sections I through VI in <u>full</u> entirely. You need complete Sections VII through XII only if there has been a change since you entered on duty with the organization or if you believe the item requires more complete coverage than you have previously reported.</p>		
SECTION I GENERAL		
1. FULL NAME (Last-First-Middle)		
SMITH Joseph BURKHOLDER		
2. CURRENT ADDRESS (No., Street, City, Zone, State)		3. PERMANENT ADDRESS (No., Street, City, Zone, State)
4813 N. 7th St Arlington Va		Some way 2
4. HOME TELEPHONE NUMBER	5. STATE, TERRITORY, POSSESSION OR COUNTRY IN WHICH YOU NOW CLAIM RESIDENCE	
None	Virginia	
SECTION II PERSON TO BE NOTIFIED IN CASE OF EMERGENCY		
1. NAME (Last-First-Middle) PREVIOUSLY RESIDING IN U.S.		2. RELATIONSHIP
SMITH Joseph BURKHOLDER		Wife
3. HOME ADDRESS (No., Street, City, Zone, State, Country)		
Same as above		
4. BUSINESS ADDRESS (No., Street, City, Zone, State, Country) - INDICATE NAME OF FIRM OR EMPLOYER, IF APPLICABLE		
NA		
5. HOME TELEPHONE NUMBER	6. BUSINESS TELEPHONE NUMBER	7. BUSINESS TELEPHONE EXTENSION
None at present	NA	NA
8. IN CASE OF EMERGENCY, OTHER CLOSE RELATIVES (Spouse, Mother, Father) MAY ALSO BE NOTIFIED. IF SUCH NOTIFICATION IS NOT DESIRABLE BECAUSE OF HEALTH OR OTHER REASONS, PLEASE SO STATE.		
NA OTHER CLOSE RELATIVES		
SECTION III MARITAL STATUS		
1. CHECK (X) ONE: <input type="checkbox"/> SINGLE <input checked="" type="checkbox"/> MARRIED <input type="checkbox"/> WIDOWED <input type="checkbox"/> SEPARATED <input type="checkbox"/> DIVORCED <input type="checkbox"/> ANNULLED		
2. FURNISH DATE, PLACE AND REASON FOR ALL SEPARATIONS, DIVORCES OR ANNULMENTS		
NA		
<p>NOTE: If you have been married more than once, including annulments, use a separate sheet for former wife or husband giving data below for all previous marriages. If marriage is contemplated, provide same data for fiancé.</p>		
3. NAME (Last-First-Middle) (Spouse, Mother, Father)		
SMITH Joseph BURKHOLDER SMITH		
4. DATE OF MARRIAGE	5. PLACE OF MARRIAGE (City, State, Country)	
1960-04-11	Arlington VA USA	
6. ADDRESS OF SPOUSE BEFORE MARRIAGE (No., Street, City, State, Country)		
1015 1st St NW WASH DC 20004		
7. LIVING	8. DATE OF DEATH	9. CAUSE OF DEATH
<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO		
10. CURRENT ADDRESS (Give last address, if deceased)		
Same as above		
11. DATE OF BIRTH	12. PLACE OF BIRTH (City, State, Country)	
2 Sept 1929	Perry PA USA	
13. IF BORN OUTSIDE U.S., DATE OF ENTRY	14. PLACE OF ENTRY	
NA	NA	
15. CITIZENSHIP (Country)	16. DATE ACQUIRED	17. WHERE ACQUIRED (City, State, Country)
USA	NA	NA
18. OCCUPATION	19. PRESENT EMPLOYER (Also give former employer, or if spouse is deceased or unemployed, last two employers)	
NA	NA	
20. EMPLOYER'S OR BUSINESS ADDRESS (No., Street, City, State, Country)		
NA		

SECTION III CONTINUED TO PAGE 2

SECRET

(When Filled In)

SECTION III CONTINUED FROM PAGE 1

21. DATES OF MILITARY SERVICE OF SPOUSE (From and To) BY MONTH AND YEAR <i>APRIL 1945 - FEB 1946</i>	
22. BRANCH OF SERVICE <i>U.S. AIR FORCE</i>	23. COUNTRY WITH WHICH MILITARY SERVICE AFFILIATED <i>U.S.</i>
24. DETAILS OF OTHER GOVERNMENT SERVICE, U.S. OR FOREIGN <i>None</i>	

SECTION IV RELATIVES BY BLOOD, MARRIAGE OR ADOPTION LIVING ABROAD OR WHO ARE NOT U.S. CITIZENS

1. FULL NAME (Last-First-Middle) <i>NA</i>	2. RELATIONSHIP	3. AGE
4. ADDRESS OR COUNTRY IN WHICH RELATIVE RESIDES		
5. CITIZENSHIP (Country)	6. FREQUENCY OF CONTACT	7. DATE OF LAST CONTACT
1. FULL NAME (Last-First-Middle)		
2. RELATIONSHIP		
3. AGE		
4. ADDRESS OR COUNTRY IN WHICH RELATIVE RESIDES		
5. CITIZENSHIP (Country)	6. FREQUENCY OF CONTACT	7. DATE OF LAST CONTACT
1. FULL NAME (Last-First-Middle)		
2. RELATIONSHIP		
3. AGE		
4. ADDRESS OR COUNTRY IN WHICH RELATIVE RESIDES		
5. CITIZENSHIP (Country)	6. FREQUENCY OF CONTACT	7. DATE OF LAST CONTACT
1. FULL NAME (Last-First-Middle)		
2. RELATIONSHIP		
3. AGE		
4. ADDRESS OR COUNTRY IN WHICH RELATIVE RESIDES		
5. CITIZENSHIP (Country)	6. FREQUENCY OF CONTACT	7. DATE OF LAST CONTACT
5. SPECIAL REMARKS, IF ANY, CONCERNING THESE RELATIVES		

SECTION V FINANCIAL STATUS

1. ARE YOU ENTIRELY DEPENDENT ON YOUR SALARY?		<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO
2. DO YOU HAVE ANY FINANCIAL INTEREST IN, OR OFFICIAL CONNECTION WITH, NON-U.S. CORPORATIONS OR BUSINESSES OR IN OR WITH U.S. CORPORATIONS OR BUSINESSES HAVING SUBSTANTIAL FOREIGN INTERESTS? <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO IF YOU HAVE ANSWERED "YES," GIVE COMPLETE DETAILS ON A SEPARATE SHEET AND ATTACH IN A SEALED ENVELOPE.			
3. DO YOU RECEIVE AN ANNUITY FROM THE UNITED STATES OR DISTRICT OF COLUMBIA GOVERNMENT UNDER ANY RETIREMENT ACT, PENSION, OR COMPENSATION FOR MILITARY OR NAVAL SERVICE? <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO			
4. IF YOU HAVE ANSWERED "YES" TO QUESTION 3 ABOVE, GIVE COMPLETE DETAILS.			
5. WITHOUT REFERENCE TO YOUR SALARY, STATE OTHER SOURCES OF RECURRENT INCOME NOT INDICATED BY PRECEDING ITEMS.			

SECTION V CONTINUED TO PAGE 3

SECRET

SECRET
(When Filled In)

SECTION V CONTINUED FROM PAGE 2

9. BANKING INSTITUTIONS WITH WHICH YOU HAVE ACCOUNTS

NAME OF INSTITUTION	ADDRESS (City, State, Country)
Shelton Trust Co.	BRISTOL VA
FIRST NATIONAL BANK	Arlington VA

10. HAVE YOU EVER BEEN IN, OR PETITIONED FOR, BANKRUPTCY? ☐ YES ☒ NO

11. IF YOU HAVE ANSWERED "YES" TO QUESTION 10 ABOVE, GIVE PARTICULARS, INCLUDING COURT AND DATE(S)

N/A

SECTION VI CITIZENSHIP

1. COUNTRY OF CURRENT CITIZENSHIP U.S.	2. CITIZENSHIP ACQUIRED BY - CHECK (X) ONE: <input checked="" type="checkbox"/> BIRTH <input type="checkbox"/> MARRIAGE <input type="checkbox"/> OTHER (Specify):
3. HAVE YOU TAKEN STEPS TO CHANGE YOUR PRESENT CITIZENSHIP? <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO	4. GIVE PARTICULARS
5. IF YOU HAVE APPLIED FOR U.S. CITIZENSHIP, INDICATE PRESENT STATUS OF YOUR APPLICATION. (First papers, etc.) N/A	

SECTION VII EDUCATION

1. CHECK (X) HIGHEST LEVEL OF EDUCATION ATTAINED

<input type="checkbox"/> LESS THAN HIGH SCHOOL GRADUATE	<input type="checkbox"/> OVER 100 YEARS OF COLLEGE - NO DEGREE
<input type="checkbox"/> HIGH SCHOOL GRADUATE	<input type="checkbox"/> BACHELOR'S DEGREE
<input type="checkbox"/> TRADE, BUSINESS, OR COMMERCIAL SCHOOL GRADUATE	<input checked="" type="checkbox"/> GRADUATE STUDY LEADING TO HIGHER DEGREE
<input type="checkbox"/> TWO YEARS COLLEGE OR LESS	<input type="checkbox"/> MASTER'S DEGREE <input checked="" type="checkbox"/> DOCTOR'S DEGREE

2. COLLEGE OR UNIVERSITY STUDY

NAME AND LOCATION OF COLLEGE OR UNIVERSITY	SUBJECT	DATES ATTENDED		DEGREE REC'D	DATE REC'D	SEM/OTR HRS. COMPLETED (Specify)
		FROM	TO			
HARVARD, CAMBRIDGE, MASS	HIST	1940	1942	AP	1942	?
PENNSYLVANIA, Phila PA	HIST	1942	1950	MA	1950	?
Johas. Hopkins, Baltimore Md	HIST	1946	1947	-	-	?

3. TRADE, COMMERCIAL AND SPECIALIZED SCHOOLS

NAME OF SCHOOL	STUDY OR SPECIALIZATION	DATES ATTENDED		TOTAL HOURS
		FROM	TO	

4. MILITARY TRAINING (Full time duty in specialized schools such as Ordnance, Intelligence, Communications, etc.)

NAME OF SCHOOL	STUDY OR SPECIALIZATION	DATES ATTENDED		TOTAL HOURS
		FROM	TO	
Ind. Int. Language School	Tagalog	1944	1945	?
Ind. Int. Language School	Tagalog	1945	1946	?

5. OTHER EDUCATIONAL TRAINING NOT INDICATED ABOVE

SECRET

SECRET

(When Filled In)

SECTION VIII

GEOGRAPHIC AREA KNOWLEDGE

1. LIST BELOW ANY FOREIGN REGIONS OR COUNTRIES OF WHICH YOU HAVE KNOWLEDGE GAINED AS A RESULT OF RESIDENCE, TRAVEL, STUDY OR CORP ASSIGNMENT OTHER THAN ORGANIZATION EXPERIENCE. UNDER COLUMN "TYPE OF SPECIALIZED KNOWLEDGE," INDICATE TYPE OF KNOWLEDGE SUCH AS TERRAIN, COASTS, HARBORS, UTILITIES, RAILROADS, INDUSTRIES, POLITICAL PARTIES, ETC.

NAME OF REGION OR COUNTRY	TYPE OF SPECIALIZED KNOWLEDGE	DATES OF RESIDENCE, TRAVEL, ETC.	KNOWLEDGE ACQUIRED BY			
			RESIDENCE	TRAVEL	STUDY	CORP ASSIGNMENT
Taiwan	study of map, etc.	-			X	
China	geo study	-			X	
Korea	" "	-			X	

2. INDICATE THE PURPOSE OF VISIT, RESIDENCE OR TRAVEL FOR EACH OF THE REGIONS OR COUNTRIES LISTED ABOVE

3. LIST BELOW ANY FOREIGN REGIONS OR COUNTRIES OF WHICH YOU HAVE GAINED KNOWLEDGE AS A RESULT OF ORGANIZATION ASSIGNMENT OR ACTIVITY.

NAME OF REGION OR COUNTRY	TYPE OF SPECIALIZED KNOWLEDGE	DATES OF RESIDENCE, TRAVEL, ETC.	KNOWLEDGE ACQUIRED BY		
			HQTS ASSIGNMENT	FIELD ASSIGNMENT	TRAINING
Indonesia	politics, govt.	1953 (3 mos)		X	
Singapore - Malaya	" "	1957-1958		X	
Philippines	" "	1958-1960		X	

SECTION IX

TYPING AND STENOGRAPHIC SKILLS

1. TYPING (W.P.M.) 2. SHORTHAND (W.P.M.) 3. SHORTHAND SYSTEM USED - CHECK (X) APPROPRIATE ITEM

☐ GREGG ☐ SPEEDWRITING ☐ STENOGRAPH ☐ OTHER (Specify):

4. INDICATE OTHER BUSINESS MACHINES WITH WHICH YOU HAVE HAD OPERATING EXPERIENCE OR TRAINING (Comptometer, Mimeograph, Card Punch, etc.)

SECTION X

SPECIAL QUALIFICATIONS

1. LIST ALL HOBBIES AND SPORTS IN WHICH YOU ARE ACTIVE OR HAVE ACTIVELY PARTICIPATED. INDICATE YOUR PROFICIENCY IN EACH

Tennis - good

2. INDICATE ANY SPECIAL QUALIFICATIONS, RESULTING FROM EXPERIENCE OR TRAINING, WHICH MIGHT FIT YOU FOR A PARTICULAR POSITION OR TYPE OF WORK

PROVIDED necessary teaching experience

3. EXCLUDING EQUIPMENT NOTED IN SECTION A, LIST ANY SPECIAL SKILLS YOU POSSESS RELATING TO OTHER EQUIPMENT OR MACHINES SUCH AS OPERATION OF SHORTRANGE RADIO, MULTILITH, TURKEY LANE, SCIENTIFIC AND PROFESSIONAL DEVICES, ETC.

116

4. IF YOU ARE A LICENSED OR CERTIFIED MEMBER OF ANY TRADE OR PROFESSION (Pilot, Electrician, Radio Operator, Teacher, Lawyer, CPA, Medical Technician, etc.), INDICATE THE KIND OF LICENSE OR CERTIFICATE, NAME OF ISSUING STATE, AND REGISTRY NUMBER, IF KNOWN.

116

5. FIRST LICENSE OR CERTIFICATE (Year of issue) 6. LATEST LICENSE OR CERTIFICATE (Year of issue)

SECRET

SECRET

(When Filled In)

SECTION X CONTINUED FROM PAGE 8

7. LIST ANY SIGNIFICANT PUBLISHED MATERIALS OF WHICH YOU ARE THE AUTHOR (Do not submit copies unless requested). INDICATE TITLE, PUBLICATION DATE, AND TYPE OF WRITING (Non-fiction, scientific articles, general interest subjects, novels, short stories, etc.)

NA

8. INDICATE ANY DEVICES WHICH YOU HAVE INVENTED AND STATE WHETHER OR NOT THEY ARE PATENTED

NA

9. LIST ANY PUBLIC SPEAKING AND PUBLIC RELATIONS EXPERIENCE

5 years Teaching Dickinson College community public speaking

10. LIST ANY PROFESSIONAL, ACADEMIC OR HONORARY ASSOCIATIONS OR SOCIETIES IN WHICH YOU ARE NOW OR WERE FORMERLY A MEMBER. LIST ACADEMIC HONORS YOU HAVE RECEIVED.

AMERICAN ASSN. OF UNIVERSITY PROFESSORS, SEVERAL UNDERGRADUATE

SECTION XI. ORGANIZATION WORK EXPERIENCE - SINCE LAST COMPLETION OF A PERSONNEL QUALIFICATIONS QUESTIONNAIRE

1. INCLUSIVE DATES (From and To)	2. GRADE	3. OFFICE/DIVISION/BRANCH OF ASSIGNMENT
APRIL 1957 - MAR 1958	13	DDP/EE/EE-5
4. NO. OF EMPLOYEES UNDER YOUR DIRECT SUPERVISION	5. OFFICIAL POSITION TITLE	
29	Deputy Branch Chief	
6. DESCRIPTION OF DUTIES		
As usual for the position		
1. INCLUSIVE DATES (From and To)	2. GRADE	3. OFFICE/DIVISION/BRANCH OF ASSIGNMENT
APR 1958 - MAR 1960	15	DDP/EE/EE-5
4. NO. OF EMPLOYEES UNDER YOUR DIRECT SUPERVISION	5. OFFICIAL POSITION TITLE	
1	Senior Officer	
6. DESCRIPTION OF DUTIES		
Senior PP officer concentrating on pol. action activities		
1. INCLUSIVE DATES (From and To)	2. GRADE	3. OFFICE/DIVISION/BRANCH OF ASSIGNMENT
4. NO. OF EMPLOYEES UNDER YOUR DIRECT SUPERVISION	5. OFFICIAL POSITION TITLE	
6. DESCRIPTION OF DUTIES		
1. INCLUSIVE DATES (From and To)	2. GRADE	3. OFFICE/DIVISION/BRANCH OF ASSIGNMENT
4. NO. OF EMPLOYEES UNDER YOUR DIRECT SUPERVISION	5. OFFICIAL POSITION TITLE	
6. DESCRIPTION OF DUTIES		
1. INCLUSIVE DATES (From and To)	2. GRADE	3. OFFICE/DIVISION/BRANCH OF ASSIGNMENT
4. NO. OF EMPLOYEES UNDER YOUR DIRECT SUPERVISION	5. OFFICIAL POSITION TITLE	
6. DESCRIPTION OF DUTIES		

(Use additional pages if required)

SECRET

SECRET

(When Filled In)

SECTION XII

CHILDREN AND OTHER DEPENDENTS

1. NUMBER OF CHILDREN (including stepchildren and adopted children) WHO ARE UNMARRIED, UNDER 21 YEARS OF AGE, AND ARE NOT SELF-SUPPORTING. 2

2. NUMBER OF OTHER DEPENDENTS (including spouse, parents, stepchildren, sister, etc.) WHO DEPEND ON YOU FOR AT LEAST 50% OF THEIR SUPPORT, OR, CHILDREN OVER 21 YEARS OF AGE WHO ARE NOT SELF-SUPPORTING. 1

3. PROVIDE THE FOLLOWING INFORMATION FOR ALL CHILDREN AND DEPENDENTS

NAME	RELATIONSHIP	YEAR OF BIRTH	SEX		CITIZENSHIP	ADDRESS
			M	F		
ROTHUEN SMITH	DAUGHTER	1946		X	US	Same as 2nd type
JULIE SMITH	"	1952		X	US	"

ADDITIONAL COMMENT AND/OR CONTINUATION OF PRECEDING ITEMS

DATE COMPLETED

27 June 60

SIGNATURE OF EMPLOYEE

SECRET

SECRET
(When Filled In)

63-115
P-27

1. PERSONNEL SERIAL NO. (1-6) G5804		LANGUAGE PROFICIENCY AND AWARDS DATA				2. ID NO. 2082
3. NAME (17-24) LAST Smith, Joseph E.		FIRST	MIDDLE	4. OFFICE OR DIVISION 101	5. LANGUAGE English	6. LAMP CODE (25-27) 725
7. DATE OF TEST (46-51) May 18, 1963		8. ANNIVERSARY DATE May 18, 1963		9. GRADE 1-1	10. DATE OF BIRTH January 16, 1921	
11. REASON FOR TAKING TEST		12. TEST SCORES				
11.1 APPLY FOR AWARD		READING (34) R	WRITING (35) I	PRONUNCIATION (36) I	SPEAKING (37) I	UNDERSTANDING (38) I
11.2 ESTABLISH SKILL LEVEL						
13. ELIGIBILITY (39)		14. TYPE OF AWARD				
13.1 A		14.1 ACHIEVEMENT (A) ELEMENTARY (E)		14.2 READING (R) SPEAKING (S)		14.3 BASED ON TRAINING THAT WAS DIRECTED (D) OR VOLUNTARY (V)
13.2 M		14.4 MAINTENANCE (M) INTERMEDIATE (I)		14.5 COMPREHENSIVE (C)		
13.3 NA		14.6 HIGH (H)		14.7 G-11		
15. INELIGIBLE (REASON)				16.1 CERTIFY THIS EMPLOYEE FOR A PROFICIENCY AWARD OF \$87.50 (40-43)		
				SIGNATURE		DATE
				17.1 CERTIFY THAT FUNDS ARE AVAILABLE		
REMARKS				OBLIGATION REF. NO.		CHARGE ALLOTMENT NO.
				SIGNATURE		

FORM 1273
5-60

OBsolete PREVIOUS
EDITIONS

SECRET

(10-43)

MRD COPY

SECRET
(When Filled In)

VERIFIED RECORD OF OVERSEAS SERVICE										237949 MAR 162	
TO: Office of Personnel, Statistical Reporting Branch, ROOM 192 Curie Hall											
EMPLOYEE SERIAL NO.		NAME OF EMPLOYEE						OFFICE/COMPONENT			
I.S.		LAST		FIRST		MIDDLE		SS-28			
007894		SMITH		Joseph		B.		64 10/11			
INSTRUCTIONS											
USE APPROPRIATE SPACE BELOW TO REPORT DATA FOR EITHER PCS OR TDY. INSERT APPROPRIATE CODE NUMBER IN "CODE" COLUMN TO DESIGNATE WHETHER SUBMISSION IS OF BASIC DATA, CORRECTION, OR CANCELLATION (One only). REPORT DATES BY USING THE NUMBER FOR THE MONTH, AND LAST TWO DIGITS ONLY FOR YEAR.											
PCS DATES OF SERVICE											
TYPE OF DATA		ARRIVAL			DEPARTURE			COUNTRY		OMIT	
1 - PCS (Basic)		CODE	MONTH	DAY	YEAR	MONTH	DAY	YEAR			39-41
2 - CORRECTION		26	27-28	29-30	31-32	33-34	35-36	37-38			
3 - CANCELLATION											
TDY DATES OF SERVICE											
TYPE OF DATA		DEPARTURE			RETURN			AREA(S)		OMIT	
2 - TDY (Basic)		CODE	MONTH	DAY	YEAR	MONTH	DAY	YEAR			39-41
4 - CORRECTION		26	27-28	29-30	31-32	33-34	35-36	37-38			
6 - CANCELLATION		2	27	28	62	13	62	62	WTH		811
SOURCE OF RECORD DOCUMENT											
<input checked="" type="checkbox"/> TRAVEL VOUCHER							DISPATCH				
CABLE							DUTY STATUS OR TIME AND ATTENDANCE REPORT				
OTHER (Specify)											
DOCUMENT IDENTIFICATION NO.						DOCUMENT DATE/PERIOD					
						6-13 Jan 62					
REMARKS											
5/4/62 adm											
PREPARED BY		REPORT ANNOTATED ON SOURCE DOCUMENT		SOURCE DATA VERIFIED CORRECT. BASED UPON SOURCE DOCUMENT CITED:							
FISCAL DIVISION		DATE		SIGNATURE							
FINANCE DIVISION		5 March 62		A. W. D. [Signature]							

FORM 1451a
6-58

SECRET

(4-10)

SECRET

3 192

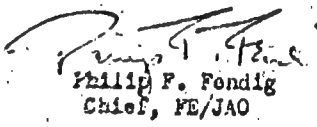
MEMORANDUM FOR: Chief, FE/PLA

SUBJECT : Appreciation for Briefing of Japanese
Government Officials

1. FE/JAO would like to take this opportunity to express its appreciation for the briefing conducted by Mr. Joseph Smith on 14 September for the benefit of Messrs. M. YAMAMOTO and M. SHIGAKI, of the Japanese Cabinet Research Chamber.

2. Before beginning the return portion of their trip to Japan, the two officials requested that their expressions of gratitude be conveyed to Mr. Smith for his presentation on subjects of mutual interest.

3. Briefings such as these contribute materially to our relationships with these officials and their organizations and result in considerable benefit to the overall U.S. Intelligence effort in Japan. Your continued indulgence and cooperation are requested.


Philip F. Fendig
Chief, FE/JAO

SECRET

LB/P 2-0080

CONFIDENTIAL

8 January 1962

MEMORANDUM FOR: Mr. Joseph D. Smith

SUBJECT : Commendation for Services Performed in
Connection with President John F. Kennedy's
Visit to Venezuela and Colombia

1. It gives me a great deal of personal pleasure to commend you on the high degree of competence and devotion to duty you displayed in connection with President John F. Kennedy's visit to Colombia and Venezuela. The professionalism you demonstrated in planning for and during the President's visit contributed to the outstanding success of his trip.

2. A copy of this memorandum is being made a matter of record in your personnel file.

Richard M. Bissell Jr.
RICHARD M. BISSELL, JR.
Deputy Director
(Plans)

CONFIDENTIAL

SECRET
(When Filled In)

VERIFIED RECORD OF OVERSEAS SERVICE

TO:

Office of Personnel, Statistical Reporting Branch, ROOM 192 Curie Hall

EMPLOYEE SERIAL NO. 1-8	NAME OF EMPLOYEE			OFFICE/COMPONENT 28-28
	LAST (Print)	FIRST 1-24	MIDDLE	
07894	SMITH	JOSEPH	B	57

INSTRUCTIONS

USE APPROPRIATE SPACE BELOW TO REPORT DATA FOR EITHER PCS OR TDY. INSERT APPROPRIATE CODE NUMBER IN "CODE" COLUMN TO DESIGNATE WHETHER SUBMISSION IS OF BASIC DATA, CORRECTION, OR CANCELLATION (One only). REPORT DATES BY USING THE NUMBER FOR THE MONTH, AND LAST TWO DIGITS ONLY FOR YEAR.

PCS DATES OF SERVICE

TYPE OF DATA	ARRIVAL			DEPARTURE			COUNTRY	OMIT
	CODE	MONTH	DAY	YEAR	MONTH	DAY	YEAR	
1. PCS (Basic)	27	28-29	30-31	32-33	34-35	36-37	38-39	40-42
2. CORRECTION								
3. CANCELLATION								
	1				03	27	60	PHILIPPINES 575

TDY DATES OF SERVICE

TYPE OF DATA	DEPARTURE			RETURN			AREA(S)	OMIT
	CODE	MONTH	DAY	YEAR	MONTH	DAY	YEAR	
1. TDY (Basic)	27	28-29	30-31	32-33	34-35	36-37	38-39	40-42
2. CORRECTION								
3. CANCELLATION								

SOURCE OF RECORD DOCUMENT

TRAVEL VOUCHER	1	DISPATCH
CABLE		DUTY STATUS OR TIME AND ATTENDANCE REPORT
OTHER (Specify)		

DOCUMENT IDENTIFICATION NO.

DOCUMENT DATE/PERIOD

FPMT 2250

20 MAR 60

REMARKS

PREPARED BY	REPORT ANNOTATED ON SOURCE DOCUMENT	ABOVE DATA VERIFIED CORRECT, BASED UPON SOURCE DOCUMENT CITED
FISCAL DIVISION	DATE 4/20/60	SIGNATURE Felix P. B. Smith
FINANCE DIVISION		

FORM 1451a OBSOLETE PREVIOUS EDITIONS.

SECRET

(2-10)

00000

~~Secret~~

COMMENDATION

Joseph B. Smith

1. This is to commend [redacted] for his operation activities in connection with MIECU which culminated in the accomplishment of Phase One on April 24, 1959.

2. [redacted] Smith is a capable, imaginative, and versatile professional operative who has had broad PROCTOATE experience. He has handled MID-SHIP-4 in a most effective and professional manner, and rapidly developed MIREDEEM-1 at a time that proved strategic for the creation of Phase One of MIECU. He has conscientiously attempted to fulfill the objectives of MIECU.

3. It is requested that this commendation be made a part of his personnel record.

William F. [redacted]
William F. [redacted]

Signed by: George E. Aurell

7 May 1959

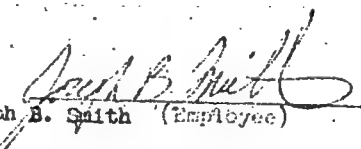
Secret

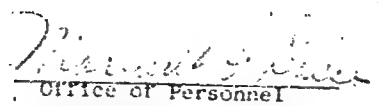
CONFIDENTIAL
(When Filled In)

TRAVEL AGREEMENT BY STAFF EMPLOYEES ASSIGNED TO PERMANENT
DUTY STATION OUTSIDE CONTINENTAL UNITED STATES

1. In accordance with the policy of the Central Intelligence Agency, I agree to serve outside the continental United States a minimum tour of 24 months from the date of my arrival at my permanent post of duty, unless said tour is sooner terminated by the Government for its convenience, or it is terminated by the Agency for circumstances that are considered by it to be beyond my control.
2. It is understood and agreed that if I terminate for reasons within my control in less than 12 months from the date of arrival at said post, I shall reimburse CIA for all travel expenses, including storage and per diem, incurred in the transporting of myself, my dependents, my household and personal effects and my automobile to my permanent post of duty, and shall pay all return travel and transportation expenses to the United States.
3. It is further understood and agreed that if I terminate for reasons within my control subsequent to the twelfth month but prior to the completion of my tour of duty, I shall pay all return expenses for the travel and transportation of myself, my dependents, my household and personal effects and my automobile to the United States.

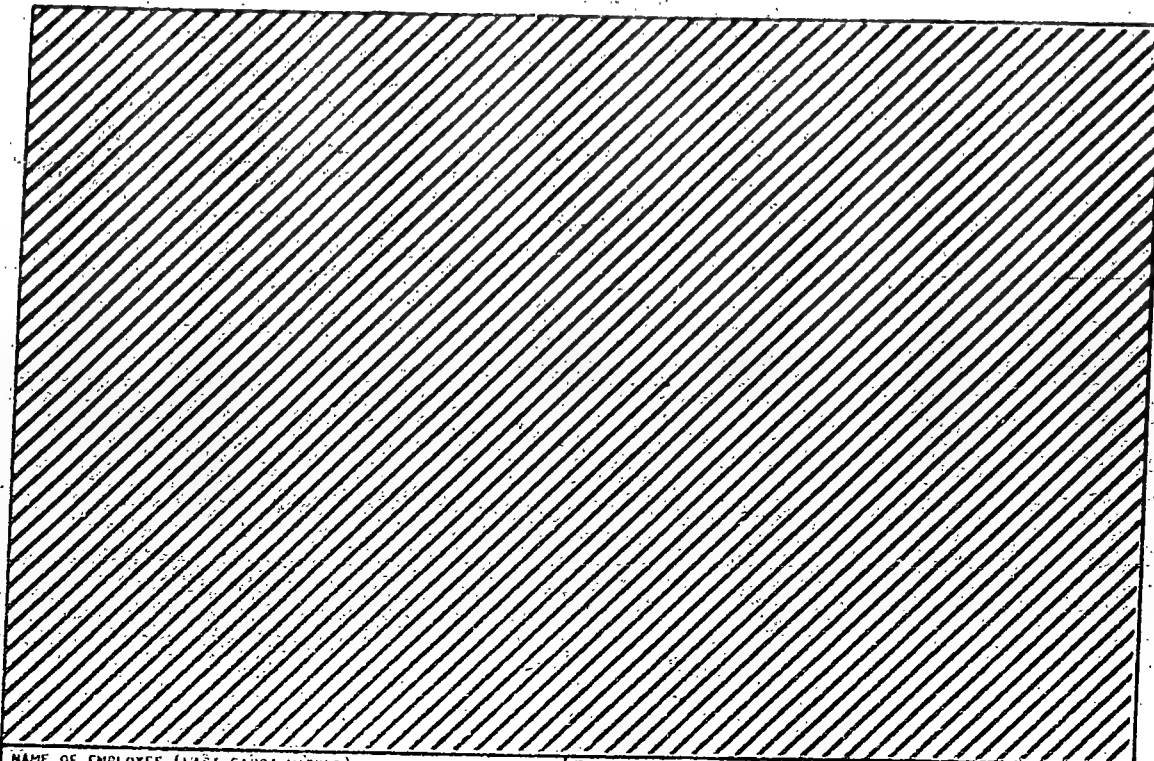
WITNESS:


Joseph B. Smith (Employee)


Office of Personnel
Margaret G. Dasse

Date: 4 Feb 58

SECRET
(When Filled In)



NAME OF EMPLOYEE (LAST-FIRST-MIDDLE)

SMITH, Joseph B.

DATE OF BIRTH

unk

PAGE OR CLAIM NUMBER

56-255

There is on file in the Casualty Affairs Branch, Benefits and Casualty Division, Office of Personnel, an Official Disability Claim File on the above named employee for an illness, injury, or death incurred on January 1945.

This notice should be filed in the employee's Official Personnel Folder as a permanent cross-reference to the Official Disability Claim File.

DATE OF NOTICE

22 Aug. 1957

SIGNATURE OF RCD REPRESENTATIVE

George S. Lough

NOTICE OF OFFICIAL DISABILITY CLAIM FILE

SECRET

FEIS



CENTRAL INTELLIGENCE AGENCY

WASHINGTON 25, D. C.

OFFICE OF THE DIRECTOR

3 APR 1955

MEMORANDUM FOR: Joseph B. Smith

SUBJECT: Notification of Membership in the Career Staff

1. On behalf of the Director of Central Intelligence, it gives me pleasure to inform you that your application for membership in the Career Staff has been accepted by the CIA Selection Board. The effective date of your membership is 17 September 1954.

2. Please indicate that you have received this notification by signing in the space provided below and return it to the Head of your Career Service. He will forward it to the Executive Director of the CIA Selection Board.

3. Because your membership in the Career Staff is classified information, it is necessary that this notification be conveyed to you in this manner. The application for membership which you signed has been endorsed on behalf of the Director of Central Intelligence by the Executive Director of the CIA Selection Board and placed in your permanent Official Personnel Folder.

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE

A handwritten signature in dark ink, appearing to read "Harrison G. Reynolds".

Harrison G. Reynolds
Chairman, CIA Selection Board

Noted:

A handwritten signature in dark ink, appearing to read "Joseph B. Smith".

Date: 13 July 1955

Career Service Staff
Office of Personnel

20 JUL 1955

SECRET

File
420**SECRET**

SECURITY INFORMATION

27 May 1952

MEMORANDUM FOR: D/FE/PC

SUBJECT: Covert Psychological Warfare Conferences Attended by
Mr. Joseph Smith

1. Between 18 January and 26 May 1952 your consultant held a group of sixteen Secret conferences on specialized techniques in covert psychological warfare with particular reference to the Far Eastern area. These conferences amounted to a series of reorientation and developmental meetings in which persons actually on the job at CIA in OPC capacities could review their own doctrine, talents, and opportunities for serving the Government and the Agency in this field.

2. The topics covered included: a survey of the goals sought through covert activities of the U.S. Government; the basic bibliography on covert operations; the action response of target groups; media vehicles and the cultural terrain; specific covert psychological warfare techniques; the intelligence need for CPW; the operational vocabulary of Marxism; psychiatry and CPW; propaganda analysis; content analysis; press techniques of the Chinese Communists; covert economic warfare and CPW; personality problems in covert operations; basic doctrine on passive resistance; and a review meeting.

3. In difficulty and in seriousness of approach, this series of conferences corresponded to an advanced graduate course in an American university. It was a mixture of the seminar and lecture techniques.

4. Mr. Joseph Smith immediately made himself one of the outstanding participants of the group. He brought the capacity of a reflective and richly educated mind to this new field and demonstrated a real talent for seeing the opportunities presented by novel and unconventional methods of attack upon Communism. Not only did Mr. Smith learn a great deal himself; he contributed substantially to the intellectual participation of the other members of the conferences in the common tasks.

Paul M. A. Linebarger

PAUL M. A. LINEBARGER
Consultant to FE/PC

FE/PC:PMAL:rmw

Distributions:

D/FE/PC, Original
FE Personnel
CIA Personnel
Mr. Smith
FE/Linebarger

SECRET

SECRET
Security Information

Smith Joseph Burkholder
Name: Last, First Middle

CODED

FOR

QUALIFICATIONS

DATE 21 Aug 52

TO: All C. I. A. Personnel

FROM: Personnel Director

SUBJECT: PERSONNEL QUALIFICATION QUESTIONNAIRE

1. The Agency is currently revising the system for machine coding employee qualifications, thereby permitting more complete and accurate data on all personnel. The new system will aid in implementing Agency policies on promotion from within by facilitating the selection of personnel with desired education and experience for vacancies which may occur. It is also expected that the new system will provide readily accessible statistics for planning and management purposes.

2. The attached questionnaire is designed to cover adequately those factors in which the Agency is interested. Although the information is, in a large measure, already reflected in previous forms submitted by you, it is felt that your time within the organization may enable you to emphasize those qualifications pertinent to its needs. The questionnaire also serves to bring your education and qualifications record up to date.

3. Your cooperation is requested in completing the questionnaire as thoroughly and accurately as possible and returning it to your Administrative Officer within the time allotted.

George E. Meloon
George E. Meloon
Personnel Director

SECRET
Security Information

SECRET
Security Information

SECRET
Security Information

PERSONNEL QUALIFICATION QUESTIONNAIRE

1. Serial No. (no entry) 7894	2. NAME: (last) (first) (middle) Smith Joseph Burkholder			3. Office Opc (FE)	
4. Date of Birth 16 June 1921	5. Sex: <input checked="" type="checkbox"/> male <input type="checkbox"/> female (2)		6. CIA Entry Date: 17 Sept 1951		Martial Status M Nr. Dependents 2
7. Citizenship: <input checked="" type="checkbox"/> U.S. <input type="checkbox"/> Other	8. Acquired By: (1) <input checked="" type="checkbox"/> Birth (2) <input type="checkbox"/> Marriage (3) <input type="checkbox"/> Naturalization (4) <input type="checkbox"/> Other (specify) Year U.S. citizenship acquired, if not by birth _____				

SEC. I. EDUCATION

1. Extent: (circle one)

1. Less than high school	4. Two years college, or less	<input checked="" type="radio"/> 8. Masters degree
2. High school graduate	5. Over two years, no degree	9. Doctors degree
3. Trade, Business or Commercial school graduate	6. Bachelor degree	
	7. Post-graduate study (minimum 8 sem. hrs.)	

2. College or University Study:

Name and location of College or University	Major	Minor	Dates att'd		Yrs Compl		Degree Recd		Sem Hrs
			From	To	Day	Night	Title	Date	
Harvard University Cambridge, Mass.	History	Govt.	1940	43	3		AB	1943	120
Yale University New Haven, Conn.	FE politics	JAPAN	1943	1944	1				36
Johns Hopkins Baltimore, Md.	GOVT.		1947	1948	1				6
University of PENNA. Philadelphia, PA.	History	Pol. Sci.	1948	1951	3		MA	1950	134

3. Trade, Commercial, and Specialized Training:

School	Attendance Dates			Study or Specialization
	From	To	Tot. mo's	
U. of Michigan Ann Arbor, Mich.	1944	1945	9	Japanese
SP. SNELLING MINNEAPOLIS, MINN.	1945	1945	04	Japanese, Intelligence

4. Military or Intelligence Training (full time duty as a student in specialized schools such as intelligence, communications, ordnance disposal, command & staff, etc.)

School	Attendance Dates			Study or Specialization
	From	To	Tot. mo's	
<i>This entry should have been made here, I suppose</i>				

SECRET

SECRET

Security Information

SEC. II. WORK EXPERIENCE

1. CIA Experience: State the specific nature of duties performed with CIA and CIC, starting with your present position. Take position titles from your official personnel papers, if you have personal copies. Please do not request your Official Personnel Folder. Include geographic area and subject matter dealt with, if applicable. Position Title is your classification title such as Geographer, Intelligence Officer, etc. Duty Title indicates your organization position such as - Section Chief, Branch Chief, Administrative Assistant, etc., and is to be filled in only if different to the Position Title. Approximate dates (month and year) are sufficient. Use a continuation sheet, if necessary, to adequately describe your duties.

From <u>1951</u> To <u>1952</u> Tot. mos. <u>10</u>	Description of Duties: <u>ASSIST IN PLANNING OF SRA OBJECTIVES AND COUNTRY PLANS</u>
Grade <u>11</u> Salary <u>5940</u>	<u>ASSIST DESK OFFICERS IN WRITING PROJECTS IN POLITICAL AND PSYCHOLOGICAL WARFARE</u>
Office <u>Opc (FE)</u>	<u>COORDINATE FE MATTERS WITH ADPC'S STAFF AND WITH OTHER AGENCIES AND DEPT.</u>
Position <u>Operations Officer</u>	<u>ASSIST IN WRITING PSR PLANS</u>
Duty <u>Psy War and Pol Warfare</u>	Duty Station, if overseas:
Title: <u>Advisor For SEA</u>	
From _____ To _____ Tot. mos. _____	Description of Duties: _____
Grade _____ Salary _____	
Office _____	
Position _____	
Title: _____	
Duty _____	
Title: _____	Duty Station, if overseas: _____
From _____ To _____ Tot. mos. _____	Description of Duties: _____
Grade _____ Salary _____	
Office _____	
Position _____	
Title: _____	
Duty _____	
Title: _____	Duty Station, if overseas: _____
From _____ To _____ Tot. mos. _____	Description of Duties: _____
Grade _____ Salary _____	
Office _____	
Position _____	
Title: _____	
Duty _____	
Title: _____	Duty Station, if overseas: _____

SECRET

SECRET

Security Information

SEC. II. WORK EXPERIENCE (CONT'D.)

2. Other than CIA: (Describe work experience for the last 15 years in sufficient detail to permit specific coding of your qualifications. Include military work experience. List last position first.)

From <u>1946</u> To <u>1957</u> Tot. mo's <u>63</u>	Exact Title of your position <u>Asst. Prof. of</u>
Classification Grade (if in Federal Service) _____ Salary <u>3600</u>	<u>History</u>
Number and Class of Employees _____	Description of Duties: <u>Teach 14 hrs history</u>
Supervised: <u>150 students (ad)</u>	<u>weekly, including For Eastern,</u>
Employer <u>Dickinson College</u>	<u>American, European (middle ages)</u>
Kind of Business or organization (i.e., paper products mfr, public utility) <u>College</u>	<u>(general survey)</u>
	Duty Station if overseas: _____
From <u>1943</u> To <u>1946</u> Tot. mo's <u>35</u>	Exact Title of your position _____
Classification Grade (if in Federal Service) <u>T/S</u> Salary <u>90 per mo.</u>	Description of Duties: <u>Japanese language</u>
Number and Class of Employees _____	<u>specialist.</u>
Supervised: _____	
Employer _____	
Kind of Business or organization (i.e., paper products mfr, public utility) <u>U.S. Army (MIS)</u>	Duty Station if overseas: _____
	Exact Title of your position _____
From _____ To _____ Tot. mo's _____	Description of Duties: _____
Classification Grade (if in Federal Service) _____ Salary _____	
Number and Class of Employees _____	
Supervised: _____	
Employer _____	
Kind of Business or organization (i.e., paper products mfr, public utility) _____	Duty Station if overseas: _____
	Exact Title of your position _____
From _____ To _____ Tot. mo's _____	Description of Duties: _____
Classification Grade (if in Federal Service) _____ Salary _____	
Number and Class of Employees _____	
Supervised: _____	
Employer _____	
Kind of Business or organization (i.e., paper products mfr, public utility) _____	Duty Station if overseas: _____
	Exact Title of your position _____
From _____ To _____ Tot. mo's _____	Description of Duties: _____
Classification Grade (if in Federal Service) _____ Salary _____	
Number and Class of Employees _____	
Supervised: _____	
Employer _____	
Kind of Business or organization (i.e., paper products mfr, public utility) _____	Duty Station if overseas: _____

SECRET

SECRET
Security Information

SEC. II. WORK EXPERIENCE (CONT'D)

3. Special Work Experience: Check any of the following organizations by which you may have been employed.

- | | |
|--|--|
| 01 <input type="checkbox"/> U.S. Secret Service | 24 <input type="checkbox"/> Air Force A-2 |
| 02 <input type="checkbox"/> Civil Police | 25 <input type="checkbox"/> Foreign Economic Admin. |
| 03 <input type="checkbox"/> Military Police | 26 <input type="checkbox"/> Counter Intelligence Corps |
| 04 <input type="checkbox"/> U.S. Border Patrol | 27 <input type="checkbox"/> Immigration & Naturalization |
| 05 <input type="checkbox"/> U.S. Narcotics Squad | 28 <input type="checkbox"/> Strategic Services Unit |
| 06 <input type="checkbox"/> FBI | 29 <input type="checkbox"/> Foreign Service, State Dept. |
| 07 <input type="checkbox"/> Criminal Investigation Div. | 30 <input type="checkbox"/> Central Intelligence Group |
| 21 <input type="checkbox"/> Office of Naval Intelligence | 31 <input type="checkbox"/> Armed Forces Security Agency |
| 22 <input type="checkbox"/> Office of War Information | 32 <input type="checkbox"/> Coordinator of Information |
| 23 <input checked="" type="checkbox"/> Army G-2 | 33 <input type="checkbox"/> Office of Facts & Figures |
| 20 <input type="checkbox"/> Office of Strategic Services | 34 <input type="checkbox"/> Board of Economic Warfare |
| | 35 <input type="checkbox"/> Federal Communications Comm. |

SEC. III. FOREIGN LANGUAGES

List below the foreign languages in which you have some competence. Be sure to include uncommon modern languages. Check (X) your competence and how acquired.

LANGUAGE	COMPETENCE					HOW ACQUIRED				
	Equivalent to Native Fluency *	Fluent but obviously Foreign *	Adequate for Research **	Adequate for Travel	Limited Knowledge	Native of Country	Prolonged Residence	Contact (Parents, etc.)	Academic	Study (inc. CIA training)
Japanese				X						X

* If you have checked 'Fluent' for a language that has significant difference in spoken and written form (e.g., Arabic), explain your competence herein. I have sufficient spoken Japanese for Category #2 (above) but my knowledge of written Japanese needs more considerable review.

**Specialized Language Competence: Describe ability to do specialized language work involving vocabularies and terminology in the scientific, engineering, telecommunications, and military fields. List the language with the type of speciality. _____

SECRET
Information

SEC.
2.

SECRET
Security Information

SEC. IV. AREA KNOWLEDGE

1. List below any foreign countries or regions of which you have knowledge gained as a result of residence, travel or study. Study can mean either academic study, or study of a foreign country resulting from an intelligence, military, commercial or professional work assignment.

Country or Region	Dates of Residence, Study Etc.	Manner in Which Knowledge Was Acquired (check (X) one)		
		Residence	Travel	Study
JAPAN				
CHINA				X
MAINLAND SEA				X
				X

2. Specialized Knowledge of Area
List specialized knowledge of foreign country such as knowledge of terrain, coasts and harbors, utilities, railroads, industries, political parties, etc., gained as a result of study or work assignment. Include name of employer or organization.

Country	Type of Knowledge	How and When Gained

SEC. V. TYPING AND STENOGRAPHIC SKILLS (PRESENT UTILIZATION) *N/A*

Skill	Per. Cent of Time Used	Not Used	WPM (Approximate Proficiency)	Prefer Assignment Using Skill Oftener
Typing	1.	2.		1. Yes 2. No
Shorthand	1.	2.		1. Yes 2. No
Shorthand System: 1. Manual 2. Machine 3. Speedwriting.				

SEC. VI. LICENSES, HOBBIES, SPECIAL QUALIFICATIONS

1. Licenses: List any licenses or certification such as teachers, pilot, marine, etc. <i>None</i>	2. Hobbies: List any hobbies such as sailing, skiing, writing, or other special qualifications. <i>Writing</i>

SEC. VII. PROFESSIONAL AND ACADEMIC HONORS

List any professional or academic associations or honorary societies in which you hold membership. <i>AMERICAN HISTORY ASSN.</i>
<i>AMERICAN ASSN. OF UNIVERSITY PROFESSORS</i>

SECRET

SEC. VIII. PUBLICATIONS

"The Koreans and Their Living Space", Korean Review, Sept. 1949.
 "A Frontier Experiment with Higher Education", PENNA. HISTORY, JAN. 1949
 UNDERSTANDING OUR STATE GOVERNMENT, Maryland and Sons, Carlisle, PA 1949

SEC. LX. INVENTIONS

EC. IX. INVENTIONS	
Describe any devices you have invented as to type of work for which intended and whether patented.	
	Patented

Device	Patented			
<i>None</i>	(1)	Yes	(2)	No
	(1)	Yes	(2)	No
	(1)	Yes	(2)	No

SEC. X: CIA TESTS

EG. X: CIA TESTS
Describe below the type of tests which you have taken in CIA:

Type of Test	Date Taken
NONE	

SEC. XI. PHYSICAL HANDICAPS

SEC. XI. PHYSICAL HANDICAPS

List any physical handicaps you may have.

List any physical handicaps you may have.

None

SEC. XII. OVERSEAS ASSIGNMENT

SEC. XII. OVERSEAS ASSIGNMENT
Are you willing to accept periodic tour of duty overseas?

Are you willing to accept periodic tour of duty overseas?
 (1) 2 year Tour X (2) 4 year Tour X (3) Not interested _____

SEC. XIII: WORK ASSIGNMENT

SEC. XIII. WORK ASSIGNMENT
In view of your total experience and education, for what assignment in CIA do you think you are best qualified?

Work on psychological and political warfare matters related to the Far East, at headquarters or in the field, in a planning and/or supervisory capacity.

SECRET
Security Information

SEC. XIV. MILITARY STATUS

1. Present Draft Status
Have you registered under the Selective Service Act of 1948? Yes ☒ No. ☐
If yes, indicate your present draft classification _____

2. Present Reserve or National Guard Status
Do you now have Reserve or National Guard Status Yes ☒ No. ☐
If yes, complete the following.

1. National Guard
2. Air National Guard
3. Active Reserve Status (member of organized unit)
4. Inactive Reserve Status

Service _____ Grade _____ Location _____

Reserve Unit with which currently affiliated _____

Service Mobilization Assignment, if any _____

Location of Service Records, if known _____

SEC. XV. CIA TRAINING

List the training courses or subjects you have taken while in the CIA.

Course or Subject	(from) Dates	(to)	Hours
<i>None</i>			

SEC. XVI. REMARKS

Use this space to indicate any other qualifications you may have which you do not describe above.

From 15 JAN 1952 to 15 MAY 1952, I attended a seminar in psychological warfare given by an AF Division consultant, a professor at SAIS.

DATE 24 June 1952

SIGNATURE

Joseph B. Smith

SECRET

Security Information

CONFIDENTIAL

classroom of category
X-V

PLEASE READ INSTRUCTIONS CAREFULLY BEFORE PREPARING THIS FORM										
STATEMENT OF FEDERAL CIVILIAN AND MILITARY SERVICE					OFFICE		DIVISION			
Smith, Robert Binkholder					CIC		F-5			
					BRANCH		SECTION			
					F-31		IV			
I. FEDERAL CIVILIAN SERVICE (BEGIN WITH THIS AGENCY AND FOLLOW IN REVERSE CHRONOLOGICAL ORDER)										
AGENCY	LOCATION	FROM			TO			TOTAL SERVICE		
		DA.	MO.	YR.	DA.	MO.	YR.	DA.	MO.	YR.
Central Intelligence Agency	Washington, D.C.	17	9	1951	31	12	51	15	3	-
Total Civilian Service								15	3	
II. MILITARY SERVICE (INCLUDE ONLY PERIODS OF ACTIVE DUTY; DO NOT INCLUDE TERMINAL LEAVE)										
BRANCH OF SERVICE	FROM			TO			TOTAL SERVICE			
	DA.	MO.	YR.	DA.	MO.	YR.	DA.	MO.	YR.	
U.S. Army	11	3	1943	24	2	1946	14	11	2	
Total Military Service								14	11	2
III. CERTIFICATION										
I hereby certify that the above Civilian and Military service is complete and accurate to the best of my knowledge.										
<div style="display: flex; justify-content: space-between;"> <div> DATE: 10/1 1951 </div> <div> <i>Robert B. Smith</i> SIGNATURE OF EMPLOYEE </div> </div>										
IV. REMARKS: (COMMENTS ON SERVICE)					V. FOR PERSONNEL OFFICE USE ONLY					
or 6/12/51 Cat 6					TOTAL CREDITABLE SERVICE					
					DAYS		MONTHS		YEARS	
					29		2		3	
NOT BE CONTINUED ON NON-DETACHABLE SERVICE SIDE										

APPOINTMENT AFFIDAVITS

IMPORTANT.—Before swearing to these appointment affidavits, you should read and understand the attached information for appointees

CIA

(Department or agency)

(Bureau or division)

Washington, D. C.

(Place of employment)

I, Joseph Burkholder Smith, do solemnly swear (or affirm) that—

A. OATH OF OFFICE

I will support and defend the Constitution of the United States against all enemies, foreign and domestic; that I will bear true faith and allegiance to the same; that I take this obligation freely without any mental reservation or purpose of evasion; that I will well and faithfully discharge the duties of the office on which I am about to enter, **SO HELP ME GOD.**

B. AFFIDAVIT AS TO SUBVERSIVE ACTIVITY AND AFFILIATION

I am not a Communist or Fascist. I do not advocate nor am I a member of any organization that advocates the overthrow of the Government of the United States by force or violence or other unconstitutional means or seeking by force or violence to deny other persons their rights under the Constitution of the United States. I do further swear (or affirm) I will not so advocate, nor will I become a member of such organization during the period that I am an employee of the Federal Government.

C. AFFIDAVIT AS TO STRIKING AGAINST THE FEDERAL GOVERNMENT

I am not engaged in any strike against the Government of the United States and that I will not so engage while an employee of the Government of the United States; that I am not a member of an organization of Government employees that asserts the right to strike against the Government of the United States, and that I will not, while a Government employee, become a member of such an organization.

D. AFFIDAVIT AS TO PURCHASE AND SALE OF OFFICE

I have not paid, or offered or promised to pay, any money or other thing of value to any person, firm or corporation for the use of influence to procure my appointment.

E. AFFIDAVIT AS TO DECLARATION OF APPOINTEE

The answers given in the Declaration of Appointee on the reverse of this form are true and correct.

17/9/51
(Date of entrance on duty)

Joseph B. Smith
(Signature of appointee)

Subscribed and sworn before me this 17 day of September, A. D. 1951,

at Washington, D. C.
(City) (State)

[SEAL]

Pauline C. Hudson
(Signature of official)

NOTE.—If the oath is taken before a Notary Public the date of expiration of his commission should be shown.

DECLARATION OF APPOINTEE

This form is to be completed before entrance on duty. Answer all questions. Any false statement in this declaration will be grounds for cancellation of application or dismissal after appointment. Impersonation is a criminal offense and will be prosecuted accordingly.

1. PRESENT ADDRESS (street and number, city and State) 3073 So Woodrow St. Arlington, Va.			
2. (A) DATE OF BIRTH 16/6/21	(B) PLACE OF BIRTH (city or town and State or County) Harrisburg, Pa.		
3. (A) IN CASE OF EMERGENCY PLEASE NOTIFY Jeanne H. Smith	(B) RELATIONSHIP Wife	(C) STREET AND NUMBER, CITY AND STATE 3073 So Woodrow St. Arlington, Va.	(D) TELEPHONE NO.

DOES THE UNITED STATES GOVERNMENT EMPLOY, IN A CIVILIAN CAPACITY, ANY RELATIVE OF YOURS (EITHER BY BLOOD OR MARRIAGE) WITH WHOM YOU LIVE OR HAVE LIVED WITHIN THE PAST 24 MONTHS? ☐ YES ☒ NO

If no, for each such relative fill in the blanks below. If additional space is necessary, complete under Item 10.

NAME	POST OFFICE ADDRESS (Give street number, if any)	(1) IMMIGRANT - (2) TEMPORARY OR NOT (3) DEPARTMENT OR AGENCY IN WHICH EMPLOYED	RELATIONAL SHIP	DATE DIED (Check one)	CAUSE OF DEATH
1. NAME		1. 2. 3.			
2. NAME		1. 2. 3.			
3. NAME		1. 2. 3.			
4. NAME		1. 2. 3.			
5. NAME		1. 2. 3.			

INDICATE "YES" OR "NO" ANSWER BY PLACING "X" IN PROPER COLUMN	YES	NO	ITEM NO.	10. SPACE FOR DETAILED ANSWERS TO OTHER QUESTIONS WRITE IN LEFT COLUMN NUMBERS OF ITEMS TO WHICH DETAILED ANSWERS APPLY
1. ARE YOU A CITIZEN OF OR DO YOU OWE ALLEGIANCE TO THE UNITED STATES?	<input checked="" type="checkbox"/>			
2. ARE YOU AN OFFICIAL OR EMPLOYEE OF ANY STATE, TERRITORY, COUNTY, OR MUNICIPALITY? <i>If your answer is "Yes", give details in Item 10.</i>		<input checked="" type="checkbox"/>		
3. DO YOU RECEIVE ANY ANNUITY FROM THE UNITED STATES OR DISTRICT OF COLUMBIA OR PAYMENT UNDER ANY PENSION PLAN ACT OR ANY PENSION LAW AND CONTRIBUTION FOR MILITARY OR NAVAL SERVICE? <i>If your answer is "Yes", give in Item 10 reason for retirement, that is, age, optional disability, or by reason of voluntary or involuntary separation after 8 years' service; amount of retirement pay; and under what retirement act; and rating, if retired from military or naval service.</i>		<input checked="" type="checkbox"/>		
4. SINCE YOUR FILING APPLICATION PERTAINING TO THIS APPOINTMENT HAVE YOU BEEN VOLUNTARILY OR COMPELLED TO RESIGN, FOR DISCOURAGEMENT OR UNDESIRABLE EFFECTIVE SERVICE FROM ANY POSITION? <i>If your answer is "Yes", give in Item 10 the name and address of employer, date and reason in each case.</i>		<input checked="" type="checkbox"/>		
5. HAVE YOU BEEN ARRESTED SINCE INCLUDING TRAFFIC VIOLATIONS FOR WHICH YOU WERE FINED \$100 OR LESS OR FORTIFIED EXCELLENCE OF RECORD LEAD CARD YOU FILED APPLICATION PERTAINING TO THIS APPOINTMENT? <i>If your answer is "Yes", give all such cases under Item 10. Give in each case: (1) the date; (2) the nature of the offense or violation; (3) the name and location of the court; (4) the penalty imposed, if any; or other disposition of the case; if appointed, your fingerprints will be taken.</i>		<input checked="" type="checkbox"/>		

INSTRUCTIONS TO APPOINTING OFFICER

[illegible][illegible]

(7) Age and female age limits have been established for the purpose of it should be determined that applicant is not within the age range for appointment. With such determination made, the appointment may not be considered.

(3) Continuance - The appointing officer is responsible for determining the appointing jurisdiction and the Civil Service System and (4) Appointment - the person or institution responsible for both programs and is responsible for the appointment of the appointing officer in the absence of continuing authority. In doubtful cases the appointing officer must be considered as a "best" and not a "worst" case. The continuing authority of the Civil Service Commission.

the Members of Family - Section 9 of the Civil Rights Act provides that the members of a family are persons who are related to each other by blood, marriage, or adoption, and who are dependent on each other for support. The Department of Justice has advised that the members of a family are those persons who are related to each other by blood, marriage, or adoption, and who are dependent on each other for support. The Department of Justice has advised that the members of a family are those persons who are related to each other by blood, marriage, or adoption, and who are dependent on each other for support.

SECRET

(When Filled In)

MEDICAL ACTION REQUEST AND REPORT			
I REQUEST FOR PHYSICAL EXAMINATION BY			
1. NAME (Last)	2. GRADE	3. DATE	
SMITH	JOSEPH B.	25 July 1956	
4. TO POSITION	5. OFFICE, DIVISION, BRANCH	6. GRADE	
Foreign Service Staff Off.	FE	OS-13	
7. TYPE OF POSITION	8. EVALUATE FOR		
<input type="checkbox"/> Departmental <input type="checkbox"/> U.S. Field <input type="checkbox"/> Overseas	<input type="checkbox"/> TOB <input type="checkbox"/> Overseas <input checked="" type="checkbox"/> Returnee <input type="checkbox"/> Pre-Employment <input type="checkbox"/> Annual <input type="checkbox"/> Special (Specify)		
II REPORT OF MEDICAL EVALUATION			
<input type="checkbox"/> Qualified for Full Duty (General) <input type="checkbox"/> Qualified for Departmental Duty Only		<input type="checkbox"/> Qualified for Full Duty (Special) <input type="checkbox"/> Disqualified	
Remarks: Subject is qualified for Departmental Duties (8/3/56). May be re-evaluated on request.			
<i>Max N. Hartman</i> SECRET MEDICAL OFFICE			

MEDICAL ACTION REQUEST AND REPORT			
I REQUEST FOR PHYSICAL EXAMINATION BY PERSONNEL DIVISION (<input type="checkbox"/> OVERT <input checked="" type="checkbox"/> COVER) (<input checked="" type="checkbox"/> ISR <input type="checkbox"/> CFB)			
1. NAME (Last)	2. GRADE	3. DATE	
SMITH	Joseph B.	2 Dec. 53	
4. TO POSITION	5. OFFICE, DIVISION, BRANCH	6. GRADE	
Intell. Off.	Singapore, Malaya	CS-12	
7. TYPE OF POSITION	8. EVALUATE FOR		
<input type="checkbox"/> Departmental <input type="checkbox"/> U.S. Field <input checked="" type="checkbox"/> Overseas	<input type="checkbox"/> TOB <input checked="" type="checkbox"/> Overseas <input type="checkbox"/> Returnee <input type="checkbox"/> Pre-Employment <input type="checkbox"/> Annual <input type="checkbox"/> Special (Specify)		
9. Transfer of funds.			
II REPORT OF MEDICAL EVALUATION			
<input type="checkbox"/> Qualified for Full Duty (General) <input type="checkbox"/> Qualified for Departmental Duty Only		<input type="checkbox"/> Qualified for Full Duty (Special) <input type="checkbox"/> Disqualified	
Remarks: Transfer of funds from Vouchered to Unvouchered. Return to Miss Meadows, Wing 1-J, Curie Hall S. had exam 3-30-53 and found qualified for Full duty/General 12-9-53.			
MEDICAL OFFICE			

FORM NO. 37-115
MAY 1950

TO: Medical Division
FROM: Transactions & Records
SUBJECT: Joseph B. Smith

Request that above named subject be given a physical examination.

POSITION: Intelligence Officer

GRADE: GS-9

BRANCH: OPS

SERVICE: Departmental

NATURE OF APPOINTMENT: Exc.

FORM NO. 37-115
MAY 1950

OR.
JEF
9/17/51
PERRY Decer

PHYSICAL QUALIFICATION RECORD

NAME Smith, Joseph E.	NATURE OF ACTION EOD
TITLE OF POSITION I.C.	GRADE GS-9
DEPARTMENT OR FIELD Department	

Subject was found physically ☒ fit ☐ unfit for duty with this organization in the above grade and position.

RECOMMENDATIONS:

17 Sept 1991

DATE

SIGNATURE OF

PHYSICAL REQUIREMENTS OFFICER

CONFIDENTIAL

FITNESS REPORT				NOTE: Supervisor or Reviewing Official may assign a higher classification if CONFIDENTIAL is not adequate for the report when completed.			
SECTION A GENERAL INFORMATION							
1. EMPLOYEE NUMBER 007894		2. NAME (last, first, middle) Smith, Joseph B.		3. DATE OF BIRTH 16 Jun 21		4. SEX M	5. GRADE GS-14
6. SO D		7. OFFICIAL POSITION TITLE Ops Officer		8. OFF/DIV/BR OF ASSIGNMENT DDO/WH/1		9. CURRENT STATION Mexico City	
10. TYPE OF APPOINTMENT				11. TYPE OF REPORT			
<input checked="" type="checkbox"/> CAREER	<input type="checkbox"/> CAREER PROVISIONAL	<input type="checkbox"/> RESERVE	<input type="checkbox"/> ANNUAL	<input type="checkbox"/> 21-MONTH	<input type="checkbox"/> 30-MONTH	<input type="checkbox"/> REASSIGNMENT	<input checked="" type="checkbox"/> SPECIAL Retirement
<input type="checkbox"/> CONTRACT	<input type="checkbox"/> SPECIAL	<input type="checkbox"/> TEMPORARY	12. REPORTING PERIOD (From-to) 1 Nov 72 - 30 June 73		13. DATE REPORT DUE IN O.P. ment		
SECTION B PERFORMANCE EVALUATION							
<p>U—Unsatisfactory Performance is unacceptable. A rating in this category requires immediate and positive remedial action. The nature of the action could range from counseling, to further training, to placing on probation, to reassignment or to separation. Describe action taken or proposed in Section C.</p> <p>M—Marginal Performance is deficient in some aspects. The reasons for assigning this rating should be stated in Section C and remedial actions taken or recommended should be described.</p> <p>P—Proficient Performance is satisfactory. Desired results are being produced in the manner expected.</p> <p>S—Strong Performance is characterized by exceptional proficiency.</p> <p>O—Outstanding Performance is so exceptional in relation to requirements of the work and in comparison to the performance of others doing similar work as to warrant special recognition.</p>							
SPECIFIC DUTIES							
List up to six of the most important specific duties performed during the rating period. Insert rating letter which best describes the manner in which employee performs EACH specific duty. Consider ONLY effectiveness in performance of that duty. All employees with supervisory responsibilities MUST be rated on their ability to supervise (indicate number of employees supervised).							RATING LETTER
SPECIFIC DUTY NO. 1 Responsible for CA and Political activities.							S
SPECIFIC DUTY NO. 2 Collects intelligence on selected targets in the Mexican government and political arena.							S
SPECIFIC DUTY NO. 3 Develops new contacts and operations to improve the output of Station third country targeted propaganda.							S
SPECIFIC DUTY NO. 4 Develops new contacts for producing intelligence on significant targets in the Mexican political and intellectual community.							S
SPECIFIC DUTY NO. 5							RATING LETTER
SPECIFIC DUTY NO. 6							RATING LETTER
OVERALL PERFORMANCE IN CURRENT POSITION							
Take into account everything about the employee which influences his effectiveness in his current position such as performance of specific duties, productivity, conduct on job, cooperativeness, pertinent personal traits or habits, and particular limitations or talents. Based on your knowledge of employee's overall performance during the rating period, place the letter in the rating box corresponding to the statement which most accurately reflects his level of performance.							RATING LETTER S

FORM 45N

CONFIDENTIAL

EX. IMPDET CL BY 007822

8 AUG 1973

CONFIDENTIAL

SECTION C		NARRATIVE COMMENTS	
<p>Indicate significant strengths or weaknesses demonstrated in current position keeping in proper perspective their relationship to overall performance. State suggestions made for improvement of work performance. Give recommendations for training. Comment on foreign language competence, if required for current position. Amplify or explain ratings given in Section B to justify basis for determining future personnel action. Manner of performance of managerial or supervisory duties and cost consciousness in the use of personnel, space, equipment and funds, must be commented on, if applicable. If extra space is needed to complete Section C, attach a separate sheet of paper.</p>			
<p>Subject will retire effective 80 June 1973 thus this will be his final agency Fitness Report. Subject's performance at this Station, during the past four years, has always been consistently strong. Subject has primarily concentrated his attention on CA and Mexican government matters. He has done very well at developing contacts in government circles and we have taken advantage of this ability.</p>			
<p>Subject is responsive to guidance and direction and has an excellent grasp and understanding of local politics and its ever changing profile. Subject is a mature seasoned officer who will be missed at this Station. His departure for retirement will be most felt in the area of his specialization.</p>			
SECTION D			
CERTIFICATION AND COMMENTS			
1. BY EMPLOYEE			
I CERTIFY THAT I HAVE SEEN SECTIONS A, B, AND C OF THIS REPORT			
DATE 29 22 June 1973	SIGNATURE OF EMPLOYEE /s/ Joseph B. Smith		
2. BY SUPERVISOR			
MONTHS EMPLOYEE HAS BEEN UNDER MY SUPERVISION 48	IF THIS REPORT HAS NOT BEEN SHOWN TO EMPLOYEE, GIVE EXPLANATION		
DATE 29 22 June 1973	OFFICIAL TITLE OF SUPERVISOR DCOS	TYPED OR PRINTED NAME AND SIGNATURE /s/ George A. Fill	
3. BY REVIEWING OFFICIAL			
COMMENTS OF REVIEWING OFFICIAL			
<p>In writing a comment on his Fitness Report in January 1973, I spoke of what a loss he will be to the Station. Because of overlap problems, he will have retired soon after the new COS arrives and before the new DCOS has come. It is typical of him that he has offered to perform introductions to some of his contacts even after retirement. He will be in Mexico and, while the Station must be careful to protect him in his new status, he probably will think of the Station first when he runs on to things of interest.</p>			
DATE 29 22 June 1973	OFFICIAL TITLE OF REVIEWING OFFICIAL COS	TYPED OR PRINTED NAME AND SIGNATURE /s/ John Horton	

CONFIDENTIAL

SECRET
(When Filled In)

11C

QUALIFICATIONS UPDATE

READ INSTRUCTIONS CAREFULLY BEFORE COMPLETING. TYPE OR PRINT, AVOID USING LIGHT COLORED INKS

Now that your qualifications are a matter of computer record, they must be periodically updated. This is done automatically for much information; however, some must be obtained directly from you. This form is for that purpose. Section I must be completed in all cases. You need provide other information only if there have been changes since you submitted your Form 444, "Qualifications Supplement to the Personal History Statement," or a previous update form. If you are in doubt whether information has been previously submitted, enter it in the appropriate section. The signed and dated form should be returned through administrative channels to the File Room, Office of Personnel, Room 5E-13 Headquarters, whether information is added or not. Additionally, a qualifications update may take place at any time there is information to be added or changed simply by completing and returning an update form on your initiative.

SECTION I BIOGRAPHIC AND POSITION DATA						
EMP. SER. NO. 007894	NAME (Last-First-Middle) SMITH Joseph Burkholder				DATE OF BIRTH 16 June 1921	
SECTION II EDUCATION						
LAST HIGH SCHOOL ATTENDED		ADDRESS (City, State, Country)		YEARS ATTENDED (From-To)	GRADUATE <input type="checkbox"/> YES <input type="checkbox"/> NO	
COLLEGE OR UNIVERSITY STUDY						
NAME AND LOCATION OF COLLEGE OR UNIVERSITY	SUBJECT		YEARS ATTENDED (FROM-TO)	DEGREE RECEIVED	YEAR RECEIVED	NO. SEM/QR. HRS. (Specify)
	MAJOR	MINOR				
1.						
2.						
IF A GRADUATE DEGREE HAS BEEN NOTED ABOVE WHICH REQUIRED SUBMISSION OF A WRITTEN THESIS, INDICATE THE TITLE OF THE THESIS AND BRIEFLY DESCRIBE ITS CONTENT.						
TRADE, COMMERCIAL AND SPECIALIZED SCHOOLS						
NAME AND ADDRESS OF SCHOOL		STUDY OR SPECIALIZATION		FROM	TO	NO. OF MONTHS
OTHER NON-AGENCY EDUCATION OR TRAINING NOT INDICATED ABOVE						
NAME AND ADDRESS OF SCHOOL		STUDY OR SPECIALIZATION		FROM	TO	NO. OF MONTHS
SECTION III MARITAL STATUS						
1. PRESENT STATUS (Single, Married, Widowed, Separated, Divorced, Annulled, Remarried) SPECIFY:						
2. NAME OF SPOUSE (Last) (First) (Middle) (Initial)						
3. DATE OF BIRTH		4. PLACE OF BIRTH (City, State, Country)				
5. OCCUPATION		6. PRESENT EMPLOYER				
7. CITIZENSHIP		8. FORMER CITIZENSHIP(S) COUNTRY(IES)			9. DATE U.S. CITIZENSHIP ACQUIRED	
SECTION IV DEPENDENT CHILDREN AND DEPENDENTS OTHER THAN SPOUSE						
NAME	RELATIONSHIP	DATE AND PLACE OF BIRTH		CITIZENSHIP	PERMANENT ADDRESS	
1. <input type="checkbox"/> ADD <input type="checkbox"/> DELETE						
2. <input type="checkbox"/> ADD <input type="checkbox"/> DELETE						

FORM 444a

SECRET

GROUP 1
Excluded from automatic
downgrading and declassification

6 8 SEP 1971 14-511

SECRET

(When Filled In)

SECTION V GEOGRAPHIC AREA KNOWLEDGE AND FOREIGN TRAVEL							
NAME OF REGION OR COUNTRY	TYPE OF SPECIALIZED KNOWLEDGE	DATES OF TRAVEL OR RESIDENCE	DATE & PLACE OF STUDY	TEST-DRIVE	TRAVEL	STUDY	WORK-EXPERIENCE
Argentina	politics, sociology	Jun. 62-Aug 66	Buenos Aires	X	X		X
Peru		Jun 64	MAILLABUM		X		

SECTION VI TYPING AND STENOGRAPHIC SKILLS			
1. TYPING (SPM)	2. SHORTHAND (SPM)	3. INDICATE SHORTHAND SYSTEM USED--CHECK (X) APPROPRIATE ITEM	
		<input type="checkbox"/> GREGG <input type="checkbox"/> SPEEDWRITING <input type="checkbox"/> STENOGRAPHY <input type="checkbox"/> OTHER SPECIFY:	

SECTION VII SPECIAL QUALIFICATIONS	
PROVIDE INFORMATION ON HOBBIES, SPORTS, LICENSES, PUBLISHED MATERIALS OR DEVICES WHICH YOU MAY HAVE INVENTED.	

SECTION VIII MILITARY SERVICE	
CURRENT DRAFT STATUS	
1. HAS YOUR SELECTIVE SERVICE CLASSIFICATION CHANGED?	2. NEW CLASSIFICATION
<input type="checkbox"/> YES <input type="checkbox"/> NO	
3. LOCAL SELECTIVE SERVICE BOARD NUMBER AND ADDRESS	4. IF DEFERRED, GIVE REASON
MILITARY RESERVE, NATIONAL GUARD STATUS	
CHECK RESERVE OR GUARD ORGANIZATION TO WHICH YOU BELONG	<input type="checkbox"/> ARMY <input type="checkbox"/> MARINE CORPS <input type="checkbox"/> COAST GUARD <input type="checkbox"/> NATIONAL GUARD <input type="checkbox"/> NAVY <input type="checkbox"/> AIR FORCE <input type="checkbox"/> AIR NATIONAL GUARD
1. CURRENT RANK, GRADE OR RATE	2. DATE OF APPOINTMENT IN CURRENT RANK
3. EXPIRATION DATE OF CURRENT OBLIGATION	
4. CHECK CURRENT RESERVE CATEGORY	<input type="checkbox"/> READY RESERVE <input type="checkbox"/> STANDBY (Active) <input type="checkbox"/> STANDBY (Inactive) <input type="checkbox"/> RETIRED <input type="checkbox"/> DISCHARGED
5. MILITARY MODIFICATION ASSIGNMENT	6. RESERVE UNIT TO WHICH ASSIGNED OR ATTACHED
MILITARY SCHOOLS COMPLETED (Extended Active, Reserve Duty, or as Civilian)	
NAME AND ADDRESS OF SCHOOL	STUDY OR SPECIALIZATION

SECTION IX PROFESSIONAL SOCIETIES AND OTHER ORGANIZATIONS		
NAME AND CHAPTER	ADDRESS (Number, Street, City, State, Country)	DATE OF MEMBERSHIP
		FROM TO
1.		
2.		
3.		

SECTION X REMARKS	
No updating necessary for portions not filled in.	

DATE	SIGNATURE OF EMPLOYEE
9 April 1968	<i>[Signature]</i>

SECRET

GREEN FLEET IN

QUALIFICATIONS SYSTEM RECORD CHANGE									
APPLICANT CODING DATA									
1. ID		2. APPL. NO.		3. NAME					
<div> <div>2</div> </div>		6-DIGITS		MUST CONTAIN 20-DIGITS					
4. DATE OF BIRTH				5. DATE CODED			THE DATA ABOVE (ITEMS 2 THRU 5) WILL BE FILLED IN WHEN CODING AN APPLICANT FOR THE FIRST TIME. THIS FORM IS THEN ATTACHED TO FORM 1962, MASTER QUALIFICA- TIONS CODING RECORD.		
MO		DA		YR		MO DA YR			

LANGUAGE CODING DATA - FORM 444c													
1. ID		2. EMPLOYEE NO.		3. NAME		4. LANGUAGE DATA CODE							
◁ 3 •		•		3-LETTERS •		BASE CODE •	R	W	P	S	U	T	YR
5. DATE SUBMITTED				6. DATE OF BIRTH				WHEN FORM 444c DENOTES NO. LANGUAGE COMPETENCE, ENTER THE FOLLOWING IN ITEM 4: "NO+LANGUAGE" (12-DIGITS)					
MO DA YR				MO DA YR									
•				•									

LANGUAGE PROFICIENCY TEST DATA														
1. ID	2. EMPLOYEE NO.	3. NAME	4. CODE	5. LANGUAGE DATA BEFORE TEST										
		3-LETTERS	C-A-D	BASE CODE	R	W	P	S	U	T	YR			
65	447894	SMI	C	BL18	4	3	4	4	4	4	63			
6. LANGUAGE DATA AFTER TEST				7. DATE OF TEST			DATA FOR ITEM 2 THRU 7 IS EXTRACTED FROM FORM 1273. LANGUAGE PROFICIENCY AWARDS DATA.							
BASE CODE	R	W	P	S	U	T	YR	MO	DA	YR				
BL18	H	3	I	I	H	4	67	4	13	1967				

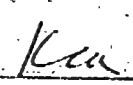
[illegible]

GROUP 1
EXCLUDED FROM CALCULATED DOWNGRADES
AND RECLASSIFICATION

(4-22)

SECRET

(WHEN FILLED IN)

CERTIFICATION OF LANGUAGE PROFICIENCY															
1. EMPLOYEE NO.		2. NAME (LAST-FIRST-MIDDLE)				3. TYPE CHANGE		4. LANGUAGE DATA PRIOR TO TEST							
		SMITH, JOSEPH B.				A=ADD C=CHANGE D=DELETE	CODE	LAN. CODE	R	W	P	S	U	I/T	YEAR
5. LANGUAGE DATA AFTER TEST								6. DATE TESTED		7. DATE OF BIRTH		8. GRADE		9. OFFICE OR DIVISION	
LAN. CODE	R	W	P	S	U	I/T	YEAR	04/13/67		06/16/21		14		OTR	
NOTICE TO PERSON TESTED															
10. ON THE DATE SHOWN IN ITEM 6 ABOVE, YOU WERE TESTED IN <u>SPANISH (NEW WORLD)</u> <u>BL18</u> AND YOUR TEST SCORES ARE AS FOLLOWS: (NAME OF LANGUAGE)															
READING		WRITING		PRONUNCIATION		SPEAKING		UNDERSTANDING		TEST RATINGS					
H		+		I		I		H		Q = ZERO I = INTERMEDIATE S = SLIGHT H = HIGH E = ELEMENTARY U = NATIVE					
11. REMARKS								12. SIGNATURE							
CODED TO: QUALIFICATIONS DATE 19 JUN 1967								 13. LD NUMBER 13652							

FCRM

11-64

1273

OBSOLETE PREVIOUS EDITIONS

(10-45)

SECRETGROUP 1
EXCLUDED FROM AUTOMATIC DOWNGRADING
AND DECLASSIFICATION

1 - OP/QAB

SECRET

OFFICIAL USE ONLY

QUALIFICATIONS SUPPLEMENT TO PERSONAL HISTORY STATEMENT

READ INSTRUCTIONS CAREFULLY BEFORE COMPLETING. TYPE OR PRINT. AVOID USING LIGHT COLORED INKS.

SECTION I				BIOGRAPHIC AND POSITION DATA	
1. EMP. NO.	2. NAME (Last, first, middle)	3. SEX	4. DATE OF BIRTH	5. SCHEDULE, GRADE, STEP	
337864	SMITH, JOSEPH B	M	06/16/21	GS-14-05	
6. SSN	7. POSITION TITLE	8. OFFICE OF ASSIGNMENT	9. LOCATION (Agency, City)		
D	INSTR OPERATIONS	OTR	WASH., D.C.		

SECTION II				AGENCY OVERSEAS SERVICE	
AREA	TYPE TOUR	FROM	TO		
INDONESIA	TDY PCS 56	53/06/01	53/08/01		
ASIA AREA SINGAPORE	PCS 56	94/03/01	96/06/01		
PHILIPPINE ISLANDS	PCS 56	98/03/01	60/07/01		
ARGENTINA	PCS 56	62/06/01	66/08/01		

OVERSEAS DATA

CODED

DATE: INITIALS:

14 Jun 67 JPT

SECTION III				EDUCATION	
GRADE	MAJOR FIELD	COURSE	YEAR		
MAST	HISTORY, GENERAL	HARVARD UNIV. MASS	48		
MAST	HISTORY, GENERAL	PA UNIV	50		

SECRET

67 JUN ENT

SECRET

(When Filled In)

SECTION IV GEOGRAPHIC AREA KNOWLEDGE AND FOREIGN TRAVEL							
NAME OF REGION OR COUNTRY	TYPE OF SPECIALIZED KNOWLEDGE	DATES OF TRAVEL OR RESIDENCE	DATE & PLACE OF STUDY	KNOWLEDGE ACQUIRED BY ... CHECK IN			
				PERSONAL SERVICE	TRAVEL	STUDY	WORK ASSIGNMENT
JAPAN	political, cultural		YALE 1943-44			X	
CHINA	political, cultural		YALE 1943-44			X	
THAILAND	political, cultural		1951-53, WASH DC				X
BURMA	political, cultural		1951-53, WASH DC				X
VIETNAM	political, cultural		1951-53, WASH DC				X
INDONESIA	political, industrial, cultural	1953	1956-58 1953-54 WASH DC	X			X
MALAYSIA	political, cultural	1954-56	1956-58 WASH DC	X			X
Philippines	political, cultural	1958-1960		X			X
VENEZUELA	political, cultural	1960-1961	1960-1961 WASH DC				X
ARGENTINA	political, cultural	1962-1966		X			X

SECTION V TYPING AND STENOGRAPHIC SKILLS			
1. TYPING (WPM)	2. SHORTHAND (WPM)	3. INDICATE SHORTHAND SYSTEM USED - CHECK IN APPROPRIATE ITEM: <input type="checkbox"/> GREGG <input type="checkbox"/> SHORTHAND <input type="checkbox"/> STENOGRAPH <input type="checkbox"/> OTHER SPECIFY:	
4. INDICATE OTHER BUSINESS MACHINES WITH WHICH YOU HAVE HAD OPERATING EXPERIENCE OR TRAINING: <i>computer, mimeograph, card punch, etc.</i>			

SECTION VI SPECIAL QUALIFICATIONS	
1. LIST ALL HOBBIES AND SPORTS IN WHICH YOU ARE ACTIVE OR HAVE ACTIVELY PARTICIPATED. INDICATE YOUR PROFICIENCY IN EACH.	
2. EXCLUDING BUSINESS EQUIPMENT OR MACHINES WHICH YOU MAY HAVE LISTED IN ITEM 4, SECTION V, LIST ANY SPECIAL SKILLS YOU POSSESS RELATING TO OTHER EQUIPMENT AND MACHINES, SUCH AS OPERATION OF RADIO TRANSMITTERS. Indicate CW speed, coding & receiving, GPOSS PRESS, TYPING MACHINE, ELP AND OTHER SCIENTIFIC & PROFESSIONAL DEVICES.	
3. ARE YOU NOW OR HAVE YOU EVER BEEN A LICENSED OR CERTIFIED MEMBER OF ANY TRADE OR PROFESSION SUCH AS PHOTO ELECTRICIAN, RADIO OPERATOR, TEACHER, LAWYER, CPA, MEDICAL TECHNICIAN, PSYCHOLOGIST, PHYSICIAN, ETC? <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO	
4. IF YOU HAVE ATTENDED "SCHOOL" IN ANY TRADE, INDUSTRY, OR PROFESSION, INDICATE FIELD OF LICENSE OR CERTIFICATION AND THE ISSUING STATE. <i>See PHS</i>	5. FIRST LICENSE/CERTIFICATE (year of issue):
	6. LATEST LICENSE/CERTIFICATE (year of issue):
7. LIST ANY SIGNIFICANT PUBLISHED MATERIALS OF WHICH YOU ARE THE AUTHOR. Do not submit copies unless requested. Indicate the title, publication date, and type of writing. <i>See PHS</i>	
8. INDICATE ANY DEVICES WHICH YOU HAVE INVENTED AND STATE WHETHER OR NOT THEY ARE PATENTED.	
9. PUBLIC SPEAKING AND PUBLIC RELATIONS EXPERIENCE. <i>See PHS</i>	

SECRET

SECRET

27 April 1962

MEMORANDUM FOR: Chief, Contract Personnel Division
ATTENTION : Staff Agents Branch
FROM : Chief, Personnel Security Division
SUBJECT : *Smith, Joseph* (P)
#56159

1. Reference is made to your memorandum dated 26 April 1962 in which a covert security clearance was requested to permit Subject's use as a Staff Agent, GS-13, by DDP/WI/2/Argentina Station in the capacity of Operations Officer at Buenos Aires, Argentina.
2. This is to advise that a covert security clearance is granted for the use of the Subject, as described in your request as set forth in paragraph 1, above.
3. If your office should desire at a later date to change the status or use of this individual, a request to cover any proposed change should be submitted to this office.
4. This clearance becomes invalid in the event the Subject's services are not utilized within six months of the date of this memorandum.

FOR THE DIRECTOR OF SECURITY:

W. A. Osborne
W. A. Osborne

SECRET

SECRET
(When Filled In)

REQUEST FOR SECURITY CLEARANCE				REQUEST NO. (1-5)	
NAME (LAST, FIRST, MIDDLE) <i>Smith, Joseph</i>				REQUEST DATE (16-11) 26 April 1962	
POSITION TITLE Ops Officer				YEAR OF BIRTH (29-30) 06/16/21	
LOCATION (CITY, STATE, COUNTRY) Buenos Aires, Argentina				GRADE (42-44) GS-13	
ASSIGNMENT (OFFICE, DIVISION, BRANCH) DDP/WH/2/Argentina Station				ORGN. CODE (45-48)	
TYPE OF APPLICANT REGULAR <input type="checkbox"/> CONTRACT <input type="checkbox"/> MILITARY <input type="checkbox"/>				TYPE OF APPL. (40)	
NAME OF REGISTERED OR OFFICIAL JOSEPH B. RAGAN, Chief/CPD				NDOTR & FUND (50)	
CONVERSION ACTION SE-SA				CLEARANCE (51)	
TYPE OF ASSIGNMENT AND FUND HQS <input type="checkbox"/> USF <input type="checkbox"/> PF <input type="checkbox"/> V <input type="checkbox"/> UV <input type="checkbox"/>				RECRUIT. CODE (52-54)	
PROVISIONAL FOR (INDICATE NAME OF POOL OR GROUP) COVERT SECURITY CLEARANCE				VET PREP. & SEX (55)	
ATTACHMENTS PERSONAL HISTORY STATEMENT <input type="checkbox"/> APPENDIX I <input type="checkbox"/> REQUEST FOR WAIVER <input type="checkbox"/>					
PHOTOGRAPH (51) <input type="checkbox"/> APPENDIX II <input type="checkbox"/> REPORT OF INTERVIEW <input type="checkbox"/>					
VETERAN STATUS MALE - VETERAN <input type="checkbox"/> FEMALE - VETERAN <input type="checkbox"/>					
MALE - NON-VETERAN <input type="checkbox"/> FEMALE - NON-VETERAN <input type="checkbox"/>					
REMARKS:					
<p>Security #: 56169</p> <p>Case Officer: Louis Napoli x6556</p> <p>(under nonofficial cover)</p> <p>Please forward clearance memo to SA Branch/CPD Attn: Dot Kreinheder 5 E 38</p> <p>Phoneo verbal concurrence to Jo Ann Varney x7170</p>					
SPACE BELOW FOR OS USE ONLY					

PERSONAL HISTORY STATEMENT

Instructions: 1. Answer all questions completely. If question is not applicable write "NA." Write "unknown" only if you do not know the answer and cannot obtain the answer from personal records. Use the blank pages at the end of this form for extra details on any question or questions for which you do not have sufficient room.

2. Type, print, or write carefully; illegible or incomplete forms will not receive consideration.

HAVE YOU READ AND DO YOU UNDERSTAND THE INSTRUCTIONS? **yes**

(Yes or No)

SEC. 1. PERSONAL BACKGROUND

A. FULL NAME **Miss Joseph Burkholder Smith** Telephone **265**
(Use No Initials) **STT** (First) (Middle) (Last) Office **none**
Home **Mt Holly 909-R-12**

PRESENT ADDRESS **Box 323 B, Route 2, Gardners, Pa.** **USA**
(Rt. and Number) (City) (State) (Country)

PERMANENT ADDRESS **same as above**
(Rt. and Number) (City) (State) (Country)

B. NICKNAME **Joe** WHAT OTHER NAMES HAVE YOU USED? **none**

UNDER WHAT CIRCUMSTANCES HAVE YOU EVER USED THESE NAMES?

HOW LONG? IF A LEGAL CHANGE, GIVE PARTICULARS

C. DATE OF BIRTH **6/16/21** PLACE OF BIRTH **Harrisburg, Pa., USA**
(Where?) (By what authority) (City) (State) (Country)

D. PRESENT CITIZENSHIP **U.S.** BY BIRTH? **yes** BY MARRIAGE?

BY NATURALIZATION CERTIFICATE NO. ISSUED BY

AT (City) (State) (Country)

HAVE YOU HAD A PREVIOUS NATIONALITY? **no**
(Yes or No) (Country)

HELD BETWEEN WHAT DATES? TO ANY OTHER NATIONALITY?

GIVE PARTICULARS

HAVE YOU TAKEN STEPS TO CHANGE PRESENT CITIZENSHIP? **no** GIVE PARTICULARS:

(2)

E. IF BORN OUTSIDE U. S. WHEN DID YOU FIRST ARRIVE IN THIS COUNTRY? NA

PORT OF ENTRY? ON PASSPORT OF WHAT COUNTRY?

LAST U. S. VISA
(Number) (Type) (Place of Issue) (Date of Issue)

Sec. 2. PHYSICAL DESCRIPTION

AGE 29 SEX male HEIGHT 5' 7" WEIGHT 155
EYES hazel HAIR brown COMPLEXION ruddy SCARS none
BUILD stocky OTHER DISTINGUISHING FEATURES wear glasses

Sec. 3. MARITAL STATUS

A. SINGLE MARRIED yes DIVORCED WIDOWED

STATE DATE, PLACE, AND REASON FOR ALL SEPARATIONS, DIVORCES OR ANNULMENTS

B. WIFE OR HUSBAND (IF YOU HAVE BEEN MARRIED MORE THAN ONCE—INCLUDING ANNULMENTS—USE A SEPARATE SHEET FOR FORMER WIFE OR HUSBAND GIVING DATA REQUIRED BELOW FOR ALL PREVIOUS MARRIAGES)

NAME OF SPOUSE Jean Marie Hoffman Smith
(First) (Middle) (Last)

PLACE AND DATE OF MARRIAGE Cambridge, Mass., December 19, 1942

HIS (OR HER) ADDRESS BEFORE MARRIAGE 1928 Green St., Harrisburg, Pa.
(St. and Number) (City) (State) (Country)

LIVING OR DECEASED living DATE OF DECEASE CAUSE

PRESENT, OR LAST, ADDRESS Box 323 B, Route 2, Gardners, Pa. U.S.
(St. and Number) (City) (State) (Country)

DATE OF BIRTH 9/9/23 PLACE OF BIRTH Knola, Pa., U.S.
(City) (State) (Country)

IF BORN OUTSIDE U. S. INDICATE DATE AND PLACE OF ENTRY

CITIZENSHIP U.S. WHEN ACQUIRED? birth WHERE? Knola, Pa. U.S.
(City) (State) (Country)

OCCUPATION housewife LAST EMPLOYED Earl Moore, Donna
Public School, Ann Arbor, Mich.

EMPLOYER'S OR BUSINESS ADDRESS
(St. and Number) (City) (State) (Country)

MILITARY SERVICE FROM none TO BRANCH OF SERVICE
(Date) (Date)

COUNTRY DETAILS OF OTHER GOVT. SERVICE, U. S. OR FOREIGN

Sec. 4. CHILDREN OR DEPENDENTS (Include partial dependents):

1. NAME Authven Smith RELATIONSHIP daughter AGE 5
 CITIZENSHIP U.S. ADDRESS Box 323B, Route 2, Gardners, Pa. U.S.
(City and Number) (City) (State) (Country)

2. NAME no other children RELATIONSHIP _____ AGE _____
 CITIZENSHIP _____ ADDRESS _____
(City and Number) (City) (State) (Country)

3. NAME _____ RELATIONSHIP _____ AGE _____
 CITIZENSHIP _____ ADDRESS _____
(City and Number) (City) (State) (Country)

Sec. 5. FATHER (Give the same information for stepfather and/or guardian on a separate sheet)

FULL NAME Robert Craighead Smith
(First) (Middle) (Last)

LIVING OR DECEASED living DATE OF DECEASE _____ CAUSE _____

PRESENT, OR LAST, ADDRESS 2225H 3rd St., Harrisburg, Pa., U.S.
(City and Number) (City) (State) (Country)

DATE OF BIRTH 3/28/84 PLACE OF BIRTH Baltimore, Md., U.S.
(City) (State) (Country)

IF BORN OUTSIDE U. S. INDICATE DATE AND PLACE OF ENTRY _____

CITIZENSHIP U.S. WHEN ACQUIRED? birth WHERE? Baltimore, Md.
(City) (State) (Country)

OCCUPATION Auto clerk LAST EMPLOYER Shirks Motor Express Cor

EMPLOYER'S OR OWN BUSINESS ADDRESS P.O. Box 239 Enola, Pa. U.S.
(City and Number) (City) (State) (Country)

MILITARY SERVICE FROM none TO _____ BRANCH OF SERVICE _____
(Date) (Date)

COUNTRY _____ DETAILS OF OTHER GOVT. SERVICE, U. S. OR FOREIGN _____

Sec. 6. MOTHER (Give the same information for stepmother on a separate sheet)

FULL NAME Margaret Elizabeth Burkholder Smith
(First) (Middle) (Last)

LIVING OR DECEASED living DATE OF DECEASE _____ CAUSE _____

PRESENT, OR LAST, ADDRESS 2225 W 3rd St., Harrisburg, Pa. U.S.
(City and Number) (City) (State) (Country)

DATE OF BIRTH 8/4/88 PLACE OF BIRTH Harrisburg, Pa. U.S.

CITIZENSHIP U.S. WHEN ACQUIRED? birth WHERE? Harrisburg, Pa.
(City) (State) (Country)

IF BORN OUTSIDE U. S. INDICATE DATE AND PLACE OF ENTRY _____

(4)

OCCUPATION housewife LAST EMPLOYER none
EMPLOYER'S OR OWN BUSINESS ADDRESS _____
(St. and Number) (City) (State) (Country)
MILITARY SERVICE FROM _____ TO _____ BRANCH OF SERVICE _____
COUNTRY _____ DETAILS OF OTHER GOVT. SERVICE, U. S. OR FOREIGN _____

Sec. 7. BROTHERS AND SISTERS (Including half-, step-, and adopted brothers and sisters):

1. FULL NAME Robert Craighead Smith Jr. AGE deceased
(First) (Middle) (Last)
PRESENT ADDRESS no other brothers or sisters
(St. and Number) (City) (State) (Country) (Citizenship)
2. FULL NAME _____ AGE _____
(First) (Middle) (Last)
PRESENT ADDRESS _____
(St. and Number) (City) (State) (Country) (Citizenship)
3. FULL NAME _____ AGE _____
(First) (Middle) (Last)
PRESENT ADDRESS _____
(St. and Number) (City) (State) (Country) (Citizenship)
4. FULL NAME _____ AGE _____
(First) (Middle) (Last)
PRESENT ADDRESS _____
(St. and Number) (City) (State) (Country) (Citizenship)
5. FULL NAME _____ AGE _____
(First) (Middle) (Last)
PRESENT ADDRESS _____
(St. and Number) (City) (State) (Country) (Citizenship)

Sec. 8. FATHER-IN-LAW

FULL NAME John Frederick Hoffman
(First) (Middle) (Last)
LIVING OR DECEASED deceased DATE OF DECEASE 6/10/49 CAUSE heart failure
PRESENT, OR LAST, ADDRESS 1702 Wyndham Road, Camp Hill, Pa., U.S.
(St. and Number) (City) (State) (Country)
DATE OF BIRTH 9/27/99 PLACE OF BIRTH Huntington, Pa., U.S.
IF BORN OUTSIDE U. S. INDICATE DATE AND PLACE OF ENTRY _____
CITIZENSHIP U.S. WHEN ACQUIRED birth WHERE? Huntington, Pa., U.S.
(City) (State) (Country)
OCCUPATION agent LAST EMPLOYER Prudential Insurance Co
(St. and Number) (City) (State) (Country)

270. 9. MOTHER-IN-LAW

FULL NAME Hilda Marie Smith Hoffman
(First) (Middle) (Last)
 LIVING OR DECEASED deceased DATE OF DECEASE 1928 CAUSE hyperthyroid
 PRESENT, OR LAST, ADDRESS 107 1/2 Columbia Road, Anola, Pa. U.S.
(St. and Number) (City) (State) (Country)
 DATE OF BIRTH 9/18/00 PLACE OF BIRTH Harrisburg, Pa.
 IF BORN OUTSIDE U. S. INDICATE DATE AND PLACE OF ENTRY _____
 CITIZENSHIP U.S. WHEN ACQUIRED? birth WHERE? Harrisburg, Pa.
(City) (State) (Country)
 OCCUPATION housewife LAST EMPLOYER none

SEC. 10. RELATIVES BY BLOOD, MARRIAGE OR ADOPTION, WHO EITHER LIVE ABROAD OR WHO ARE NOT CITIZENS OF THE UNITED STATES: NA

1. NAME _____ RELATIONSHIP _____ AGE _____
 CITIZENSHIP _____ ADDRESS _____
(St. and Number) (City) (State) (Country)
 2. NAME _____ RELATIONSHIP _____ AGE _____
 CITIZENSHIP _____ ADDRESS _____
(St. and Number) (City) (State) (Country)
 3. NAME _____ RELATIONSHIP _____ AGE _____
 CITIZENSHIP _____ ADDRESS _____
(St. and Number) (City) (State) (Country)

271. 11. RELATIVES BY BLOOD OR MARRIAGE IN THE MILITARY OR CIVIL SERVICE OF THE U. S. OR OF A FOREIGN GOVERNMENT:

1. NAME William Turner RELATIONSHIP 1st cousin AGE 44
 CITIZENSHIP U.S. ADDRESS VA Hospital, Northport, I. I. U.S.
(St. and Number) (City) (State) (Country)
 TYPE AND LOCATION OF SERVICE (IF KNOWN) medical officer, VA (I believe)
 2. NAME James W. Engel RELATIONSHIP husband or 1st cousin AGE 36
 CITIZENSHIP U.S. ADDRESS 1634 N. Irvine St. Arlington, Va.
(St. and Number) (City) (State) (Country)
 TYPE AND LOCATION OF SERVICE (IF KNOWN) bacteriologist, Washington D.C. wife's
 3. NAME John Smith RELATIONSHIP 3rd cousin AGE 32
 CITIZENSHIP U.S. ADDRESS unknown
(St. and Number) (City) (State) (Country)
 TYPE AND LOCATION OF SERVICE (IF KNOWN) AMO, Japan, (I believe)

(6)

SEC. 12. POSITION DATA

A. KIND OF POSITION APPLIED FOR Intelligence Specialist, Far East,
Planning, and/or research

B. WHAT IS THE LOWEST ANNUAL ENTRANCE SALARY YOU WILL ACCEPT? \$ 4600
(You Will Not Be Considered For Any Position With A Lower Entrance Salary.)

C. IF YOU ARE WILLING TO TRAVEL, SPECIFY: OCCASIONALLY occasionally
FREQUENTLY _____ CONSTANTLY _____

D. CHECK IF YOU WILL ACCEPT APPOINTMENT, IF OFFERED: IN WASHINGTON, D. C. X
ANYWHERE IN THE UNITED STATES X OUTSIDE THE UNITED STATES _____

E. IF YOU WILL ACCEPT APPOINTMENT IN CERTAIN LOCATIONS ONLY, SPECIFY LOCATIONS:

SEC. 13. EDUCATION

ELEMENTARY SCHOOL Cameron ADDRESS Harrisburg, Pa. U.S.
(City) (State) (Country)
DATES ATTENDED 1928-1934 GRADUATE? yes

HIGH SCHOOL William Penn ADDRESS Harrisburg, Pa., U.S.
(City) (State) (Country)
DATES ATTENDED 1937-1940 GRADUATE? yes

COLLEGE Harvard ADDRESS Cambridge, Mass., U.S.
(City) (State) (Country)
MAJOR AND SPECIALTY His. Govt. Ec. YEARS COMPLETED graduated
American History
DATES ATTENDED 1940-1943 DEGREE A.B. cum laude

COLLEGE Yale ADDRESS New Haven, Conn., U.S.
(City) (State) (Country)
MAJOR AND SPECIALTY Far East YEARS COMPLETED 1
Japanese
DATES ATTENDED 1943-1944 DEGREE certificate

CHIEF UNDERGRADUATE COLLEGE SUBJECTS History, Government, Economics,

CHIEF GRADUATE COLLEGE SUBJECTS Japanese, Political Science, His-
tory, Geography.

SEC. 14. ACTIVE U. S. OR FOREIGN MILITARY SERVICE

1946

U.S.

Army

corporal

Mar. 1943-Feb.

(Country)

(Service)

(Rank)

(Date of Service)

Ft. Snelling, Minn. U.S. 11081139

honorable

(Last Station)

(Serial Number)

(Type of Discharge)

REMARKS:

SELECTIVE SERVICE BOARD NUMBER 3 ADDRESS Harrisburg, Pa.

IF DEFERRED GIVE REASON

INDICATE MEMBERSHIP IN MILITARY RESERVE ORGANIZATIONS

College "n-

listed Reserve, July 1942-Mar. 1943.

SEC. 15. CHRONOLOGICAL HISTORY OF EMPLOYMENT FOR PAST 15 YEARS. ACCOUNT FOR ALL PERIODS. INCLUDE CASUAL EMPLOYMENT. INCLUDE ALSO PERIODS OF UNEMPLOYMENT. GIVE ADDRESSES AND STATE WHAT YOU DID DURING PERIODS OF UNEMPLOYMENT. LIST LAST POSITION FIRST. (List all civilian employment by a foreign government, regardless of dates.)

FROM August 1, 1946 TO date CLASSIFICATION GRADE (IF IN FEDERAL SERVICE)

EMPLOYING FIRM OR AGENCY Dickinson College

ADDRESS Carlisle, Pa. U.S.

(St. and Number)

(City)

(State)

(Country)

KIND OF BUSINESS college NAME OF SUPERVISOR Herbert Wing, Jr.

TITLE OF JOB Asst. Prof. of History SALARY: 3600 PER year

YOUR DUTIES teach 12 hours of history weekly

REASONS FOR LEAVING no chance for advancement

FROM May 1946 TO July 1946 CLASSIFICATION GRADE CAF 1 (I think) (IF IN FEDERAL SERVICE)

United States Employment Service

EMPLOYING FIRM OR AGENCY 2nd and Locust Strs. Harrisburg, Pa. U.S.

ADDRESS

(St. and Number)

(City)

(State)

(Country)

KIND OF BUSINESS employment NAME OF SUPERVISOR Jack Brown

TITLE OF JOB Jr. clerk SALARY: 108 PER month

YOUR DUTIES process veterans' applications for unemployment compensation; hand out checks.

REASONS FOR LEAVING to accept position at Dickinson

(7)

16-4743-1

(8)

FROM Mar. 1943 to Feb. 1946 CLASSIFICATION GRADE COT 1001
(IF IN FEDERAL SERVICE)

EMPLOYING FIRM OR AGENCY U.S. Army

ADDRESS Principal Stations, Yale U. of Michigan, St. Snelling, Minn.
(St. and Number) (City) (State) (Country)

KIND OF BUSINESS soldier NAME OF SUPERVISOR NA

TITLE OF JOB principally Japanese language specialist SALARY \$ 90 PER mo.

YOUR DUTIES student and trainee translation of Japanese military materials. Last few weeks before discharge I served as a company clerk.

REASONS FOR LEAVING honorable discharge, length of service

FROM Feb. 1946 to May 1946 CLASSIFICATION GRADE
(IF IN FEDERAL SERVICE)

EMPLOYING FIRM OR AGENCY unemployed

ADDRESS 1928 Green St., Harrisburg, Pa.
(St. and Number) (City) (State) (Country)

KIND OF BUSINESS NA NAME OF SUPERVISOR NA

TITLE OF JOB NA SALARY \$ NA PER NA

YOUR DUTIES I was looking for employment, negotiating with Dickinson College, Carlisle, Pa., part of this time, also drew unemployment compensation as veteran, and in May 1946 accepted position with USES while awaiting notice of employment from Dickinson College.

REASONS FOR LEAVING notice of employment from Dickinson College.

FROM Feb. 1943 to Mar 1943 CLASSIFICATION GRADE
(IF IN FEDERAL SERVICE)

EMPLOYING FIRM OR AGENCY Patriot and Evening News Co.

ADDRESS Market Square, Harrisburg, Pa. U.S.
(St. and Number) (City) (State) (Country)

KIND OF BUSINESS newspaper NAME OF SUPERVISOR V. Hummel Berghaus

TITLE OF JOB reporter SALARY \$ 20 PER week

YOUR DUTIES general reporting

REASONS FOR LEAVING to enter U.S. Army

1000000
SEC. 16. HAVE YOU EVER BEEN DISCHARGED OR ASKED TO RESIGN FROM ANY POSITION? HAVE YOU LEFT A POSITION UNDER CIRCUMSTANCES WHICH YOU DESIRE TO EXPLAIN? GIVE DETAILS:

no

SEC. 17. GENERAL QUALIFICATIONS

A. FOREIGN LANGUAGES (STATE DEGREE OR PROFICIENCY AS "SLIGHT," "FAIR," OR "FLUENT")

LANGUAGE Japanese SPEAK fluent READ fair WRITE slight

LANGUAGE German SPEAK fair READ fair WRITE slight

LANGUAGE _____ SPEAK _____ READ _____ WRITE _____

B. LIST ALL SPORTS AND HOBBIES WHICH INTEREST YOU: INDICATE DEGREE OF PROFICIENCY IN EACH:

badminton, fair bridge, fair

tennis, fair

gardening, good

C. HAVE YOU ANY QUALIFICATIONS, AS A RESULT OF TRAINING OR EXPERIENCE, WHICH MIGHT FIT YOU FOR A PARTICULAR POSITION?

Japanese language specialist, MIS

college professor of history, 5 years experience

D. LIST ANY SPECIAL SKILLS YOU POSSESS AND MACHINES AND EQUIPMENT YOU CAN USE, SUCH AS OPERATION OF SHORT-WAVE RADIO, MULTILITH, COMPTOMETER, KEY PUNCH, TURRET LATHE, SCIENTIFIC OR PROFESSIONAL DEVICES:

none

APPROXIMATE NUMBER OF WORDS PER MINUTE IN TYPING 40 SHORTHAND 0

(10)

E. ARE YOU NOW OR HAVE YOU EVER BEEN A LICENSED OR CERTIFIED MEMBER OF ANY TRADE OR PROFESSION, SUCH AS PILOT, ELECTRICIAN, RADIO OPERATOR, TEACHER, LAWYER, CPA, ETC.

no

IF YES, INDICATE KIND OF LICENSE AND STATE

FIRST LIC. OR CERTIFICATE (YR) LATEST LIC. OR CERTIFICATE (YR)

F. GIVE ANY SPECIAL QUALIFICATIONS NOT COVERED ELSEWHERE IN YOUR APPLICATION SUCH AS:

- (1) YOUR MORE IMPORTANT PUBLICATIONS (DO NOT SUBMIT COPIES UNLESS REQUESTED)
- (2) YOUR PATENTS OR INVENTIONS
- (3) PUBLIC SPEAKING AND PUBLIC RELATIONS EXPERIENCE
- (4) HONORS AND FELLOWSHIPS RECEIVED

"The Koreans and Their Living Space," Korean Review, Korean American Cultural Assn., Sept. 1949

"A Frontier Experiment in Higher Education", Pennsylvania Historical Society, Jan. 1949

Understanding Our State Government, C.H. MacLennan and Sons, Carlisle, Pa. 1946.

Held full tuition scholarships at Harvard, 1940-43, from various

G. HAVE YOU A PHYSICAL HANDICAP, DISEASE, OR OTHER DISABILITY WHICH SHOULD BE CONSIDERED IN ASSIGNING YOU TO WORK? IF ANSWER IS "YES," EXPLAIN:

no

H. DO YOU RECEIVE AN ANNUITY FROM THE UNITED STATES OR DISTRICT OF COLUMBIA GOVERNMENT UNDER ANY RETIREMENT ACT OR ANY PENSION OR OTHER COMPENSATION FOR MILITARY OR NAVAL SERVICE? IF ANSWER IS "YES," GIVE COMPLETE DETAILS:

no

SEC. 18. GIVE FIVE CHARACTER REFERENCES—IN THE U. S.—WHO KNOW YOU INTIMATELY—(Give residence and business addresses where possible.)

	Street and Number	City	State
1. William Snower, Jr.	BUS. ADD. SNOWER Mfg. Co.	Ashtabula	Mo.
	RES. ADD. 5816 High Drive,	Kansas City,	Mo.
2. Herbert C. Rupp, Jr.	BUS. ADD. 317 N. 2nd St.,	Harrisburg,	Pa.
	RES. ADD. 3010 N. Second St.	Harrisburg,	Pa.
3. James G. Gates	BUS. ADD. 728 S. Cameron St,	Harrisburg,	Pa.
	RES. ADD. 251 S. Hanover, St.	Carlisle,	Pa.
4. Capt. Edward F. Keegan	BUS. ADD. Pentagon,	Washington,	D.C.
	RES. ADD. 5401 Columbia Pike,	Arlington,	Va.
5. Whitfield J. Bell	BUS. ADD. Dickinson College,	Carlisle,	Pa.
	RES. ADD. 165 W. High St.,	Carlisle,	Pa.

SEC. 19. NAMES OF FIVE PERSONS WHO KNOW YOU SOCIALLY IN THE UNITED STATES—NOT REFERENCES, RELATIVES, SUPERVISORS, OR EMPLOYERS—(Give residence and business addresses where possible.)

	Street and Number	City	State
1. Milton E. Flower	BUS. ADD. Dickinson College,	Carlisle,	Pa.
	RES. ADD. 166 W. Pomfret St.,	Carlisle,	Pa.
2. Harry E. Newman	BUS. ADD. Bond Bakers,	Harrisburg,	Pa.
	RES. ADD. 3012 N. 3rd St,	Harrisburg,	Pa.
3. Mrs. Harry T. Rensel	BUS. ADD. Pomeroy's, Inc.	Harrisburg,	Pa.
	RES. ADD. 2201 Green St.	Harrisburg,	Pa.
4. Roy R. Kuebler	BUS. ADD. Dickinson College,	Carlisle,	Pa.
	RES. ADD. 212 N. Hanover St.	Carlisle,	Pa.
5. Philip Bridgman	BUS. ADD. Dickinson College,	Carlisle,	Pa.
	RES. ADD. 122 W. Lanthier St.	Carlisle,	Pa.

SEC. 20. GIVE THREE NEIGHBORS AT YOUR LAST NORMAL RESIDENCE IN THE U. S.—(Give residence and business addresses where possible.)

	Street and Number	City	State
1. Frank Black	BUS. ADD. C. H. Masland,	Carlisle,	Pa.
	RES. ADD. Route 2,	Gardners,	Pa.
2. Walter Blusker	BUS. ADD. Naval Supply Depot,	Mechanics-	Pa.
	RES. ADD. R. D. 2,	Gardners,	Pa.
3. Lloyd Brough	BUS. ADD. unknown		
	RES. ADD. R. D. 2,	Gardners,	Pa.

SEC. 21. FINANCIAL BACKGROUND

A. ARE YOU ENTIRELY DEPENDENT ON YOUR SALARY: yes IF NOT, STATE SOURCES OF OTHER INCOME _____

B. NAMES AND ADDRESSES OF BANKS WITH WHICH YOU HAVE ACCOUNTS _____
Carlisle Deposit Bank and Trust Co., Carlisle, Pa.

(12)

C. HAVE YOU EVER BEEN IN, OR PETITIONED FOR, BANKRUPTCY? no
 GIVE PARTICULARS, INCLUDING COURT: _____

D. GIVE THREE CREDIT REFERENCES--IN THE U. S.
 1. NAME Carlisle Deposit ADDRESS Carlisle, Pa.
(St. and Number) (City) (State)
 2. NAME Carlisle Trust Co. ADDRESS Carlisle, Pa.
(St. and Number) (City) (State)
 3. NAME Montgomery Ward Inc. ADDRESS Carlisle, Pa.
(St. and Number) (City) (State)

SEC. 22. RESIDENCES FOR THE PAST 15 YEARS

FROM 1950 TO Present Box 323 B, Route 2, Carlisle, Pa.
(St. and number) (City) (State) (Country)
 FROM 1949 TO 1950 50 W. College St., Carlisle, Pa.
(St. and number) (City) (State) (Country)
 FROM 1947 TO 1949 100 W. College St., Carlisle, Pa.
(St. and number) (City) (State) (Country)
 FROM 1943 TO 1947 1928 Green St., Harrisburg, Pa.
(St. and number) (City) (State) (Country)
 FROM 1943 TO 1943 Harvard University, Cambridge, Mass.
(St. and number) (City) (State) (Country)
 FROM _____ TO _____ or 2225 N. 3rd St. Harrisburg, Pa.
(St. and number) (City) (State) (Country)
 FROM 1939 TO 1940 2203 Green St., Harrisburg, Pa.
(St. and number) (City) (State) (Country)
 FROM 1936 TO 1939 2220 N. 3rd St., Harrisburg, Pa.
(St. and Number) (City) (State) (Country)

SEC. 23. RESIDENCE OR TRAVEL OUTSIDE OF THE UNITED STATES

NA

A. FROM _____ TO _____
(City or section) (Country) (Purpose)
 FROM _____ TO _____
(City or section) (Country) (Purpose)
 FROM _____ TO _____
(City or section) (Country) (Purpose)
 FROM _____ TO _____
(City or section) (Country) (Purpose)
 FROM _____ TO _____
(City or section) (Country) (Purpose)

SEC. 24. CLUBS, SOCIETIES, AND OTHER ORGANIZATIONS

LIST NAMES AND ADDRESSES OF ALL CLUBS, SOCIETIES, PROFESSIONAL SOCIETIES, EMPLOYEE GROUPS, ORGANIZATIONS OF ANY KIND (INCLUDE MEMBERSHIP IN, OR SUPPORT OF, ANY ORGANIZATION HAVING HEADQUARTERS OR BRANCH IN A FOREIGN COUNTRY) TO WHICH YOU BELONG OR HAVE BELONGED:

1. American Association of University Professors
(Name and Chapter) (St. and Number) (City) (State) (Country)
 DATES OF MEMBERSHIP: local chapter, Dickinson, Carlisle Pa. 1949-
date

2. American Historical Association, Washington, D.C.
(Name and Chapter) (St. and Number) (City) (State) (Country)
 DATES OF MEMBERSHIP: 1947 - date

3. Signet Society, Harvard University, Cambridge, Mass.
(Name and Chapter) (St. and Number) (City) (State) (Country)
 DATES OF MEMBERSHIP: 1941-1943

4. Harvard Crimson, Harvard University, Cambridge, Mass.
 (Name and Chapter) (St. and Number) (City) (State) (Country)
 1941-1943
 DATES OF MEMBERSHIP: _____
5. Crimson Network and Radio Workshop, Harvard University, Cambridge Mass.
 (Name and Chapter) (St. and Number) (City) (State) (Country)
 1941-1943
 DATES OF MEMBERSHIP: _____
6. Zion Lutheran Church, Harrisburg, Pa.
 (Name and Chapter) (St. and Number) (City) (State) (Country)
 1934-to date
 DATES OF MEMBERSHIP: _____
7. Carlisle, Inter-cultural Council, Carlisle, Pa.
 (Name and Chapter) (St. and Number) (City) (State) (Country)
 1947-1949
 DATES OF MEMBERSHIP: _____

SEC. 25. MISCELLANEOUS

A. DO YOU ADVOCATE OR HAVE YOU EVER ADVOCATED; OR ARE YOU NOW OR HAVE YOU EVER BEEN A MEMBER OF, OR HAVE YOU SUPPORTED, ANY POLITICAL PARTY OR ORGANIZATION WHICH ADVOCATES THE OVERTHROW OF OUR CONSTITUTIONAL FORM OF GOVERNMENT IN THE UNITED STATES?

no

IF "YES," EXPLAIN: _____

yes

B. DO YOU USE, OR HAVE YOU USED, INTOXICANTS? IF SO, TO WHAT EXTENT? _____
 moderately

C. HAVE YOU EVER BEEN ARRESTED, INDICTED OR CONVICTED FOR ANY VIOLATION OF LAW OTHER THAN A MINOR TRAFFIC VIOLATION? IF SO, STATE NAME OF COURT, CITY, STATE, COUNTRY, NATURE OF OFFENSE AND DISPOSITION OF CASE:

no

D. HAVE YOU EVER BEEN COURT-MARTIALED WHILE A MEMBER OF THE ARMED FORCES? IF ANSWER IS "YES," GIVE DETAILS BELOW:

no

E. LIST BELOW THE NAMES OF GOVERNMENT DEPARTMENTS, AGENCIES OR OFFICES TO WHICH YOU HAVE APPLIED FOR EMPLOYMENT SINCE 1946:

Central Intelligence Agency

Army Intelligence

Chief of Military History

Historical Office, Army Chemical Center, Edgewood, Md.

Navy Intelligence

Operations Research Office

(14)

17. TO YOUR KNOWLEDGE, ANY OF THE ABOVE HAS CONDUCTED AN INVESTIGATION OF YOU, INDICATE BELOW THE NAME OF THAT AGENCY AND THE APPROXIMATE DATE OF THE INVESTIGATION:

not to my knowledge

Sec. 26. PERSON TO BE NOTIFIED IN CASE OF EMERGENCY:

NAME Jean Hoffman Smith RELATIONSHIP wife

ADDRESS Box 323 B, Route 2, Gardners, Pa. U.S.
(RC and Number) (City) (State) (Country)

Sec. 27. YOU ARE INFORMED THAT THE CORRECTNESS OF ALL STATEMENTS MADE HEREIN WILL BE INVESTIGATED.

ARE THERE ANY UNFAVORABLE INCIDENTS IN YOUR LIFE NOT MENTIONED ABOVE WHICH MAY BE DISCOVERED IN SUBSEQUENT INVESTIGATION, WHETHER YOU WERE DIRECTLY INVOLVED OR NOT, WHICH MIGHT REQUIRE EXPLANATION? IF SO, DESCRIBE. IF NOT, ANSWER "NO."

no

Sec. 28. I CERTIFY THAT THE FOREGOING ANSWERS ARE TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE AND BELIEF, AND I AGREE THAT ANY MISSTATEMENT OR OMISSION AS TO A MATERIAL FACT WILL CONSTITUTE GROUNDS FOR IMMEDIATE DISMISSAL OR REJECTION OF MY APPLICATION.

SIGNED AT Carlisle, Pa. DATE May 31, 1951
(City and State)

Wm. H. Fier
(Witness)

Joseph B. Smith
(Signature of Applicant)

USE THE FOLLOWING PAGES FOR EXTRA DETAILS. NUMBER ACCORDING TO THE NUMBER OF THE QUESTION TO WHICH THEY RELATE. SIGN YOUR NAME AT THE END OF THE ADDED MATERIAL. IF ADDITIONAL SPACE IS REQUIRED USE EXTRA PAGES THE SAME SIZE AS THESE AND SIGN EACH SUCH PAGE.

00000

Addenda

Sec. 11. I wish to state that the material here furnished is approximate only. I have not seen any of these relatives in over 10 years and cannot check the material any further.

Sec. 13. Colleges: (continued)

University of Michigan, Ann Arbor, Mich.
1944-45, Japanese and Far Eastern society
certificate granted (12 hours graduate credit)

Johns Hopkins University, Baltimore, Md.
1947-48 Political Science and Political Geography
Far East (especially Korean area-speciality)

University of Pennsylvania, Philadelphia, Pa.
1948- to date, part time)
History, especially American social history
M.A., January, 1950.

Sec. 15. July-Aug. 1941
July-Aug. 1942
Harrisburg Park Department
park maintenance, Clarence Beck, supervisor
laborer, \$16 per week
summertime general laboring in city parks
summer job while attending college
nb. what appear as periods of unemployment in these
years can be accounted for by my attendance at
Harvard University Cambridge, Mass.

Sec. 24. 8. Foreign Policy Association, Branch, Harrisburg, Pa.
1950 to date
9. Employee groups--Blue Cross and Blue Shield Ins.
1947(I think) to date.

APPLICATION FOR FEDERAL EMPLOYMENT

INSTRUCTIONS: In order to prevent delay in consideration of your application, answer every question on this form clearly and completely. Type or write in pencil in 1946. In applying for a specific United States Civil Service examination, read the examination announcement carefully and follow all directions. If you are applying for a WRITTEN examination, follow the

instructions on the advertisement regarding disposition of this application. If you are applying for an UNWRITTEN examination, mail this application to the office named in the announcement. If you wish to mail to the same office any other forms required by the announcement, identify the other with this application and file this application of any change in your address.

APPLICATION NO.	1. NAME OF EXAMINATION OR KIND OF POSITION APPLIED FOR Historian		DO NOT WRITE IN THIS BLOCK For Use of Civil Service Commission Only																								
	2. SPECIALTY (if mentioned in examination announcement) Intelligence, Social Science Analyst																										
	3. PLACE OF EXAMINATION APPLIED FOR (City and State) Washington, D. C.	4. DATE OF THIS APPLICATION April 3, 1950																									
	5. NAME (First name) (Middle) (Surname, if any) (Last) Joseph Burkholder Smith																										
ANNOUNCEMENT	6. (A) STREET AND NUMBER OR R. D. NUMBER 50 North College Street (B) CITY OR POST OFFICE (including postal zone) AND STATE Carlisle, Pennsylvania																										
	7. LEGAL OR POLITICAL RESIDENCE (State) (City and State) Pennsylvania 265		8. (A) OFFICE PHONE (B) HOME PHONE 288 R																								
	9. DATE OF BIRTH (month, day, year) June 16, 1921		10. <input checked="" type="checkbox"/> MARRIED <input type="checkbox"/> SINGLE																								
	11. PLACE OF BIRTH (City and State; if born outside U. S., name city and country) Harrisburg, Pennsylvania																										
	12. <input checked="" type="checkbox"/> MALE <input type="checkbox"/> FEMALE		13. (A) HEIGHT WITHOUT SHOES: 5 FEET 7 INCHES (B) WEIGHT: 165 POUNDS																								
	14. (A) HAVE YOU EVER BEEN EMPLOYED BY THE FEDERAL GOVERNMENT? <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO (B) IF YES, GIVE LAST GRADE AND DATE OF LAST CHANGE IN GRADE: Jr. Clerk, July 1946																										
	15. (A) WHAT IS THE LOWEST ENTRANCE SALARY YOU WILL ACCEPT? 1500 PER YEAR. You will not be considered for any position with a lower entrance salary. (B) CHECK IF YOU WILL ACCEPT SHORT-TERM APPOINTMENT IF OFFERED, FOR: <input type="checkbox"/> 1 TO 3 MONTHS <input type="checkbox"/> 3 TO 6 MONTHS <input type="checkbox"/> 6 TO 12 MONTHS NOTE: Acceptance or refusal of a temporary short-term appointment will not affect your opportunity to obtain a probational appointment. (C) IF YOU ARE WILLING TO TRAVEL, SPECIFY: <input checked="" type="checkbox"/> OCCASIONALLY <input type="checkbox"/> FREQUENTLY <input type="checkbox"/> CONSTANTLY																										
	(D) CHECK IF YOU WILL ACCEPT APPOINTMENT, IF OFFERED: <input checked="" type="checkbox"/> IN WASHINGTON, D. C. <input checked="" type="checkbox"/> ANYWHERE IN THE UNITED STATES <input type="checkbox"/> OUTSIDE THE UNITED STATES (E) IF YOU WILL ACCEPT APPOINTMENT IN CERTAIN LOCATIONS ONLY, GIVE ACCEPTABLE LOCATIONS:																										
	16. CERTIFICATION: It is important for you to furnish all information requested below in sufficient detail to enable the Civil Service Commission and the appointing authority to give you full credit in determining your qualifications. Use a separate block for each position. Start with your present position and work back, explaining clearly the principal tasks which you performed in each position, as well as for all periods of unemployment. Responses cannot more than 15 years ago which is not pertinent to the work for which you are applying may be summarized in one or more of the blocks. If your duties changed materially while working for the same employer, use a separate block to describe each position. You may include any pertinent religious, civic, welfare, or organizational activity which you have performed, either with or without compensation, showing the number of hours per week and weeks per year in which you were engaged in such activity. Military experience should be described in the space below in its proper sequence. (a) If you were ever employed in any position under a name different from that shown in Item 5 of this application, give under "Description of your work" for each position, the name used. (b) If you have never been employed or are now unemployed, indicate that fact in the space provided below for "Present Position."																										
	<table border="1"> <tr> <th colspan="4">PRESENT POSITION</th> </tr> <tr> <td>DATE OF EXAMINATION (month, year) August 1946</td> <td>LAST TITLE OF YOUR PRESENT POSITION Asst. Professor History</td> <td>CLASSIFICATION GRADE (if in Federal Service)</td> <td>SALARY OR EARNINGS: STARTING: 126.00 PRESENT: 134.00</td> </tr> <tr> <td colspan="2">PLACE OF EXAMINATION (City and State) Carlisle, Pennsylvania</td> <td colspan="2">NAME AND TITLE OF IMMEDIATE SUPERVISOR Herbert Wing, Jr., Chairman, History Dept.</td> </tr> <tr> <td colspan="2">NAME AND ADDRESS EMPLOYER (firm, organization, or person; if Federal, name department, bureau or establishment, and division) Dickinson College</td> <td colspan="2">TYPE OF BUSINESS OR ORGANIZATION (e. g., wholesale and retail trade, insurance, manufacturing, etc.) Four Year Liberal Arts College</td> </tr> <tr> <td colspan="2">NUMBER AND KIND OF EMPLOYEES EMPLOYED BY YOU 150 Students</td> <td colspan="2">REASON FOR DESIRING TO CHANGE EMPLOYMENT No chance for advancement</td> </tr> <tr> <td colspan="4"> 17. hours teaching, including: World History, American History, European Geography, historical geography, Far Eastern History. Have also taught: English History, International Relations History, history of Science, medieval history. Committee work: President's policy committee (served on major policy decisions) World civilization course committee honors candidates committee (those last two are self-explanatory) </td> </tr> </table>				PRESENT POSITION				DATE OF EXAMINATION (month, year) August 1946	LAST TITLE OF YOUR PRESENT POSITION Asst. Professor History	CLASSIFICATION GRADE (if in Federal Service)	SALARY OR EARNINGS: STARTING: 126.00 PRESENT: 134.00	PLACE OF EXAMINATION (City and State) Carlisle, Pennsylvania		NAME AND TITLE OF IMMEDIATE SUPERVISOR Herbert Wing, Jr., Chairman, History Dept.		NAME AND ADDRESS EMPLOYER (firm, organization, or person; if Federal, name department, bureau or establishment, and division) Dickinson College		TYPE OF BUSINESS OR ORGANIZATION (e. g., wholesale and retail trade, insurance, manufacturing, etc.) Four Year Liberal Arts College		NUMBER AND KIND OF EMPLOYEES EMPLOYED BY YOU 150 Students		REASON FOR DESIRING TO CHANGE EMPLOYMENT No chance for advancement		17. hours teaching, including: World History, American History, European Geography, historical geography, Far Eastern History. Have also taught: English History, International Relations History, history of Science, medieval history. Committee work: President's policy committee (served on major policy decisions) World civilization course committee honors candidates committee (those last two are self-explanatory)		
PRESENT POSITION																											
DATE OF EXAMINATION (month, year) August 1946	LAST TITLE OF YOUR PRESENT POSITION Asst. Professor History	CLASSIFICATION GRADE (if in Federal Service)	SALARY OR EARNINGS: STARTING: 126.00 PRESENT: 134.00																								
PLACE OF EXAMINATION (City and State) Carlisle, Pennsylvania		NAME AND TITLE OF IMMEDIATE SUPERVISOR Herbert Wing, Jr., Chairman, History Dept.																									
NAME AND ADDRESS EMPLOYER (firm, organization, or person; if Federal, name department, bureau or establishment, and division) Dickinson College		TYPE OF BUSINESS OR ORGANIZATION (e. g., wholesale and retail trade, insurance, manufacturing, etc.) Four Year Liberal Arts College																									
NUMBER AND KIND OF EMPLOYEES EMPLOYED BY YOU 150 Students		REASON FOR DESIRING TO CHANGE EMPLOYMENT No chance for advancement																									
17. hours teaching, including: World History, American History, European Geography, historical geography, Far Eastern History. Have also taught: English History, International Relations History, history of Science, medieval history. Committee work: President's policy committee (served on major policy decisions) World civilization course committee honors candidates committee (those last two are self-explanatory)																											

(CONTINUED ON NEXT PAGE)

1255-2400

BIOGRAPHICAL DATA

NAME: Joseph Burdick Smith

DATE AND PLACE OF BIRTH: June 16, 1921
Harrisburg, Pa.

Marital status: Married

Children: one daughter, aged 4

EDUCATION: Entered Harvard University, Sept. 1940, completed requirements for degree, cum laude, in history, government and economics, Feb. 1943, awarded degree while in service, Nov. 1943.
History: 30 hours, including, American, modern European, ancient, medieval, Honors thesis: Andrew Jackson and the Presidency
Government: 12 hours, including, American federal, comparative, administration, political theory.
Economics: 12 hours, including, principles, banking, international trade.

Further: Yale University, 1943-44, ASTP, Far Eastern Area and Japanese, including, Chinese and Japanese history, Pacific islands, society, Japanese political parties and society and spoken Japanese.

University of Michigan: INS Language School, including spoken and written Japanese, Japanese political, social and military organization (awarded 12 hours graduate credit) 1944-45.

GRADUATE: Training: Johns Hopkins University, 1947-48, 6 hours, international relations and political geography, including economic geography and seminar study of Korea.

University of Pennsylvania, 1948-50, 34 hours, history and political sciences.

History: 30 hours, including, American social, diplomatic, development and organization of British Empire, British foreign policy 1919-1949, American colonial, political since 1865, United States and Latin America.
Political Science: 4 hours, government and politics Latin America.

DEGREES: A. B. Harvard, A.M. University of Pennsylvania (doctorate expected in history, University of Pennsylvania 1951).

MILITARY SERVICE: U. S. Army, 1943-1946, Grade: corporal, Unit: INS, Japanese specialist.

EXPERIENCE: Instructor in history, Dickinson College, Carlisle, Pa., 1946-48.
Assistant Professor of history, Dickinson College, Carlisle, Pa., 1949 -
Subjects taught: world history, medieval, American, Far East, international relations, human geography, historical geography.

PUBLICATIONS: "A Frontier Experiment in Higher Education", Pennsylvania History, Pa., Historical Association, January 1949. A study in the social problems in the establishment of Dickinson College in Carlisle, Penn. 1783-1863. "The Koreans and Their Living Space", Korean Review, Korean Cultural Association, September, 1949. An attempted analysis of the Korean situation in terms of political and economic geography.

Understanding our State Government, C. F. Masland and Sons,
Carlisle, Pa., 1919. A booklet discussing the history, organization
and functioning of the government of Pennsylvania published for
the Masland employees and for use in the schools of Pennsylvania.

ORGANIZATIONS: American Historical Association, American Association of University
Professors.

[illegible]

Joseph B. Smith
Box 323 B, Route 2
Gardners, Pa.

Items 21 and 23, Form 57

I. Educational Background

A. Undergraduate

1. Student at Harvard College, 1940-43
 - a. Held tuition scholarships granted from various funds
 - b. Activities included: Crimson (asst. editorial chairman) dramatics, radio (Harvard Radio Workshop)
 - c. Completed requirements for A.B. degree (cum laude), in 2 and one-half years.
 - d. Field of concentration - History, Government, Economics
 - 1) 12 hours American history, 12 hours European history, 6 hours ancient history.
 - 2) honors thesis
Andrew Jackson and the Tribunician Theory of the Presidency
 - a) An analysis of the concept of the powers of the president held by Jackson and his lieutenants, including an attempt to trace their origin in the democratic movement of the 1830s
 - 3) Other subjects studied:
12 hours government
6 hours economics
6 hours sociology
6 hours geology
3 hours political philosophy

B. Military Training

1. Student at Yale University 1943-44
 - a. 36 hours Japanese and history and politics of the Far East
 - b. 18 hours Japanese and 18 hours history of China and Japan.
 - 1) Emphasis placed on analysis of society of these countries
 - a) Research in the political organization of modern Japan and modern China
 - b) Study of the military organization of Japan and China
 - c) Some study of personalities
2. Student at University of Michigan, 1944-45
 - a. 12 hours graduate credit for study of Japan and Japanese
 - b. Hours divided between study of written and spoken Japanese and history of Japan
 - 1) Emphasis placed on history and politics in the study of the language in addition to special study of political organization
 - a) Example-study of recent Japanese history in Japanese.
3. Ft. Snelling, Minnesota, MIS Japanese Language School
 - a. Major emphasis on Japanese military organization
e.g. units of Japanese army, navy, weapons, equipment.

C. Graduate Study

1. Johns Hopkins University, 1947-48
 - a. International relations and seminar in political geography.

Joseph B. Smith
Box 323 D, Route 2
Gardners, Pa.

Items 21 and 23, Form 57

C. Graduate Study (continued)

Work Project #1

A. Project Synopsis

1. The strength and vulnerability of Korea as an independent nation.
2. Location - Johns Hopkins University, Baltimore, Md.
3. I was the sole worker employed.
4. The political geography seminar was concerned in 1947-48 with areas of maximum change. Members of the seminar conducted studies of India, Iceland, Newfoundland, Ceylon, Sinkiang, Korea.
 - a. Each member made a deep-level study of the area of his choice. I chose Korea.
5. Principal sources used by me were: USAMG Reports, all available background studies, interviews with Koreans stationed at Carlisle, (Carlisle Barracks AMG School) and with Miss Phyllis Johnson, reporter who was in Korea 1945-46.
6. The material covered mostly the years 1945-46-47, and was fairly complete for South Korea. I was unable to get information on North Korea, nor would the Army give me political information other than that officially published.
7. Methods used were historical and political because of my previous training. Statistics were used wherever possible.
8. Length of study-Sept. 1947-Sept. 1948.
9. Findings and conclusions
 - a. I made an analysis of Korean physiographic features; including edaphic as well as usual climatic and topographical factors.
 - 1) I attempted to find the physical potential for the successful maintaining of Korean independent national existence.
 - 2) Conclusion: such obviously favorable factors as Korean peninsular situation were nullified by other space relations which made Korea vulnerable to Russian and Chinese attack.
 - I found also that the soil was not adaptable throughout Korea for the practice of the nation's most thoroughly learned economic technique-rice culture.
 - b. Secondly, I made a complete check on the resources of the Korean economy, as far as I could. The limitations imposed by censorship made it impossible for me to correlate North Korean industrial activity with South Korean agricultural activity as completely as I could have otherwise done.
 - 1) Conclusion: The country would have to be industrialized to overcome the problem of overpopulation.
 - The Korean people had not shown in the past any significant evidence of the ability to operate a democratic government.
10. My study was not used by any government agency.
11. My study was published, in part, under the title "The Koreans and their Living Space", in the Korean Review, Korean-American Cultural Association, Sept. 1949.

- 3 -

Work Project #1
continued

Joseph B. Smith
Box 323 B Route 2
Gardners, Pa.

12. Two persons with knowledge of this project: Dr. E. F. Penrose
Johns Hopkins
Baltimore, Md.
Owen Lattimore
Johns Hopkins
Baltimore, Md.

B. Participation

1. I was the person responsible for formulating and carrying out the Korean part of the general project (See A, 4).
2. The determination of the sources used was made by me. I was assisted, in part, by Dr. Penrose and Mr. Lattimore.
3. I gathered the data.
 - a. I analyzed the data according to three principal criteria
 - Accuracy of information
 - Existence of corroborating information
 - Use of statistics when available in preference to other data
 - b. General procedure followed
 - Gather as much information as possible
 - Attempt to eliminate waste effort by concentrating objective (the strength or vulnerability of Korea as an independent state)
 - c. Dr. Penrose, Mr. Lattimore and Dr. Jean Gottmann advised me at various points mostly on methodology
4. Conclusion and report preparation
 - a. Conclusions were my own responsibility
 - b. Writing and editing were done by me with one exception
 - Exception: Mr. Lattimore advised me to re-examine the peninsular situation of Korea and suggested the idea which led to my conclusion on this point (See A, 9, a).
5. This was an independent study and not a government project and I not supervising any assistants.
6. My responsibility in promotion and interpretation was limited to an exposition of them and a defense of my conclusions before members of the faculty and student body of the Pease School, Johns Hopkins University.
 - a. This was carried on in several sessions
 - 1) Preliminary report
 - 2) Final revision session

Joseph B. Smith
Box 323 B, Route 2
Gardners, Pa.

Items 21 and 23, Form 57

C. Graduate Training (cont.)

2. University of Pennsylvania 1948-51
 - a. At Pennsylvania I have taken courses primarily in American history.
 - b. I received a master's degree, Feb. 1950
 - c. I have completed course work for my Ph. D. I expect soon to take my doctoral examination.
 - d. I have taken several courses in foreign area study.
Latin American History
The U.S. and Latin America
Latin American Parties and Politics
British Foreign Policy 1919-1939.
 - e. In addition to the above, I have taken course work in U.S. foreign policy 1990 to date.

II. Research and Publication

A. See pp. 2 and 3, Work Project #1

B. Work Project #2

1. Sponsored by Dickinson College.
2. Scope- to investigate the relation of Dickinson College to the frontier community in which it was established in 1783.
3. I was the sole researcher.
4. Principal sources were: the large letter collection, Dickinson College Library, Church records at Carlisle and Philadelphia (Presbyterian Historical Society), early Carlisle newspapers, (American Antiquarian Society, Worcester, Massachusetts), contemporary writings, local histories.
5. This study was made from Oct. 1947 until June 1948.
6. Methods were historical.
7. Findings and Conclusions
 - a. Dickinson College, founded 1783, had numerous problems incident to the establishment of any such institution, but intensified by the hostility of frontier society; e.g. financial, disciplinary, recruitment.
 - b. Frontier society rejects higher education as unnecessary and even hostile to its social goals.
 - c. That under-developed areas need so-called practical education first.
8. The material was used in the publication of the first volume of materials on early America published by the college under title of Bulwark of Liberty, June, 1950.
Also published in part as "A Frontier Experiment in Higher Education", Pennsylvania History, Pennsylvania Historical Association, January, 1949.
9. Two persons associated with this project: Whitfield J. Bell
Dickinson College
Carlisle, Pa.
May Morris
Dickinson College
Carlisle, Pa.
10. I was solely responsible for methods, procedure and writing.
11. The project was promoted by the college as noted in (1).

- 5 -

Joseph B. Smith
Box 323 B, Route 2
Gardners, Pa.

Items 21 and 23, Form 57

II. Research and Publication (cont.)

C. Understanding Our State Government, C.H. Masland and Sons, June, 1949.

1. A pamphlet giving a simple account of the Pennsylvania state government.
 - a. The divisions of the government and their functions
 - b. The citizen and his government.
2. Used in the Masland Company monthly magazine for the benefit of their employees.
3. Distributed to the Pennsylvania schools for use in problems of democracy classes.

III. Teaching Experience

A. I call attention to the subjects I have taught in the past five years (Item 16, (1), Form 57, corrected as noted here to 5).

B. Explanation of techniques and scope of work in my courses in:
International Relations
Far Eastern History
Human and Historical Geography

1. International Relations

a. Scope

The history of the national state system, international law, and history of the idea and attempts at world government.

The strategic evaluation of the major powers

Analysis of their geographic, economic, and demographic resources

Evaluation of their military potential

Study of their diplomatic policies in regard to the above

b. Technique

Use of Sprouts' text Foundations of National Power, which I consider most appropriate for the strategic material stressed

Use of outside readings on international law and world organization

Analysis of current newspapers to give the student practice at gathering information regarding the economies, military potentials and activities of the major powers.

The students must evaluate their newsreports and attempt to correlate them in the form of reports on strategic situations.

2. Far Eastern History

a. Scope

Historical background on the ancient civilization of China and Japan, major emphasis on the Far East since 1500, special attention to the diplomacy of imperialism and the reaction to it throughout Asia, also attention to 20th century Chinese and Japanese internal politics.

Joseph B. Smith
Box 323 B, Route 2
Gardners, Pennsylvania

Items 21 and 23, Form 57

III. Teaching Experience (cont.)

b. technique

Text used is Eckel, Far East since 1500

Supplemental reading is used for the ancient civilizations. Use is made of China Yearbook, Japan Yearbook, and U.S. State Department Documents in order to give the students practice in gathering and correlating data on the modern Far East and U.S. policy there.

Emphasis is placed on reports on the strategic evaluation of the Chinese and Japanese nations and their adjacent areas, viz. Korea, Sinkiang, Mongolia, Manchuria.

Emphasis is placed on understanding of personalities prominent in Chinese and Japanese affairs.

3. Human and Historical Geography

nb. Historical Geography is a second semester continuation of Human Geography which stresses an historical survey of western civilization (Rome to 1950) from a geographical view.

a. Scope

Analysis of the physical environment, geography of climatic regions, topographical regions, oceans and their coasts, minerals, ground and surface waters, soils, and man's relation to this environment -- human ecology

In the second semester spacial factors are stressed, political geography analyzed, and then a survey made of the geography of ancient, medieval and modern Europe, evaluating the history of these periods in terms of the physical, spacial, and human ecological factors studied.

b. Techniques

Texts: White and Renner, Human Geography, Whittlesey, Environmental Foundations of European History.

Emphasis is placed on the gathering of geographical information by the students, map study and interpretation.

Example: the strategic position of the major powers in modern times is studied, attention being paid to the identification of the problems of areal size, form, geometrical position, natural situation and geographical location.

CONFIDENTIAL
(When Filled In)

SECURITY APPROVAL

DATE : 3 October 1966

YOUR
REFERENCE: 42095

CASE NO. : 56169

TO : Director of Personnel

ATTN :

SUBJECT : SMITH, Joseph Burkholder

1. This is to inform you that Subject has been approved for the appointment specified in your request under the provisions of Headquarters Regulations 10-3 and 20-5 including access to classified information through TOP SECRET as required in the performance of duties.
2. Unless arrangements are made for entrance on duty within 150 days, this approval becomes invalid.
3. As part of the entrance on duty processing:
 - ☐ A personal interview in the Office of Security must be arranged.
 - ☒ A personal interview is not necessary.
 - ☐ Please advise Chief, Clearance Branch, extension 5620 when Subject enters on duty.
4. This is a Conversion case.

FOR THE DIRECTOR OF SECURITY:

Steven L. Kuhn
Steven L. Kuhn
Chief, Personnel Security Division *T.M.C.*

SECRET
(When Filled In)

REQUEST FOR SECURITY CLEARANCE						REQUEST NO. (11-2) 42095
NAME (LAST - FIRST - MIDDLE) Smith, Joseph B.					11B - 20	
POSITION TITLE Ops Officer			POSITION NUMBER (21 - 22) 3		OCCUP. CODE (27 - 42) 	
LOCATION (CITY, STATE, COUNTRY) Washington, D.C.			ASSIGNMENT (OFFICE, DIVISION, BRANCH) DDS/OTR/Ops School/Hd. Trng Br.			REQUEST DATE (15-11) 21 Sept 1966
TYPE OF APPLICANT REGULAR <input type="checkbox"/> CONTRACT <input type="checkbox"/> MILITARY <input type="checkbox"/>			CONVERSION ACTION SA-SB		IF OTHER, SPECIFY 	
NAME OF REQUESTER (OR OFFICIAL) <i>Don H. Lustocher</i> Don H. Lustocher, Chief/CPD			TYPE OF ASSIGNMENT AND FUNDS HRS <input type="checkbox"/> USF <input type="checkbox"/> PF <input type="checkbox"/> V <input type="checkbox"/> UT <input type="checkbox"/>			YEAR OF BIRTH (23-25) 1921
CLEARANCE REQUIRED Full Clearance			PROVISIONAL FOR (INDICATE NAME OF POOL OR GROUP) 			GRADE (43-45) OS-14
ATTACHMENTS PERSONAL HISTORY STATEMENT <input type="checkbox"/> APPENDIX I <input type="checkbox"/> REQUEST FOR WAIVER <input type="checkbox"/> PHOTOGRAPH(S) <input type="checkbox"/> APPENDIX II <input type="checkbox"/> REPORT OF INTERVIEW <input type="checkbox"/>			CLEARANCE (21) SECRET			ORGN. CODE (46-48)
VETERANS STATUS MALE - VETERAN <input type="checkbox"/> MALE - NON-VETERAN <input type="checkbox"/>			RECRUIT. CODE (53-54) 			TYPE OF APPL. (49)
VET PREP. & SER. (55) 						
<p>Security #: 56169</p> <p>Clearance memo to SA Branch/CPD Attn: Jo Ann Varney 5 B 69</p>						
SPACE BELOW FOR OS USE ONLY						

CONFIDENTIAL
SECURITY APPROVAL

Date: 29 August 1951

TO: Chief, Covert Personnel Division

Your Reference: 12143

FROM: Chief, Security Division

Case Number: 56169

SUBJECT: SMITH, Joseph Burkholder

1. This is to advise you of security action in the subject case as indicated below:
 - ☒ Security approval is granted the subject person for access to classified information.
 - ☐ Provisional clearance for full duty with CIA is granted under the provisions of Paragraph D of Regulation 10-9 which provides for a temporary appointment pending completion of full security investigation.
 - ☐ The Director of Central Intelligence has granted a provisional clearance for full duty with CIA under the provisions of Paragraph H of Regulation 10-9.
2. Unless the subject person enters on duty within 60 days from the above date, this approval becomes invalid.
3. Subject is to be polygraphed as part of the EOD procedures.

Br. notified
31 Aug 1951
Belf
per Ethel
18 Sept.
1000

C. V. Bradley

CONFIDENTIAL